

**Secretarial Notes**  
**Regional Planning Affiliation (RPA)**  
**Technical Advisory and Policy Board Joint Meeting**

**Date:** Thursday, September 27, 2018  
**Time:** 9:00 a.m.  
**Place:** ECIA, 7600 Commerce Park, Dubuque, Iowa 52002

**Technical Advisory Board Members Present:**

<input checked="" type="checkbox"/> Todd Kinney, (Chair) <i>Engineer, Clinton County</i> <i>(proxy Tom Determann)</i>	<input checked="" type="checkbox"/> Anthony Bardgett <i>Engineer, Dubuque County</i> <i>(proxy Daryl Klein)</i>	<input checked="" type="checkbox"/> Anthony Bardgett <i>Delaware County Engineer</i> <i>(proxy Jeff Madlom)</i>
<input checked="" type="checkbox"/> Clark Schloz <i>Engineer, Jackson County</i> <i>(proxy Jack Willey)</i>	<input checked="" type="checkbox"/> Tim Vick, (Vice-Chair) <i>City of Manchester</i> <i>(proxy Milt Kramer)</i>	<input checked="" type="checkbox"/> Gerald Smith <i>City of Maquoketa</i> <i>(proxy Diane Frandsen)</i>
<input checked="" type="checkbox"/> Steve Lindner <i>City of DeWitt</i>	<input type="checkbox"/> Jason Craft <i>City of Clinton</i> <i>(proxy Jacob Coupee)</i>	<input checked="" type="checkbox"/> Lori McKinley <i>Regional Transit Authority</i> <i>(RTA)</i>
<input type="checkbox"/> Dennis Hart <i>Clinton MTA</i>	<input type="checkbox"/> Randy Zobrist <i>Riverbend Transit</i>	<input type="checkbox"/> Kelley Deutmeyer <i>ECIA Executive Director</i>

**Policy Board Members Present:**

<input checked="" type="checkbox"/> Daryl Klein** <i>Dubuque County</i> <i>(proxy Anthony Bardgett)</i>	<input checked="" type="checkbox"/> Jack Willey <i>Jackson County</i> <i>(proxy Clark Schloz)</i>	<input checked="" type="checkbox"/> Jeff Madlom** <i>Delaware County</i> <i>(proxy Anthony Bardgett)</i>
<input checked="" type="checkbox"/> Tom Determann <i>Clinton County</i> <i>(proxy Todd Kinney)</i>	<input checked="" type="checkbox"/> Milt Kramer, (Vice-Chair) <i>City of Manchester</i> <i>(proxy Tim Vick)</i>	<input checked="" type="checkbox"/> Don Thiltgen, (Chair) <i>City of DeWitt</i> <i>(proxy Steve Lindner)</i>
<input checked="" type="checkbox"/> Don Schwenker** <i>City of Maquoketa</i> <i>(proxy Gerald Smith)</i> <i>(proxy Diane Frandsen)</i>	<input type="checkbox"/> Mark Vulich <i>City of Clinton</i> <i>(proxy Jason Craft)</i>	<input type="checkbox"/> Dave Heiar <i>Small Cities, Jackson County</i>
<input checked="" type="checkbox"/> Mick Michel <i>Small Cities, Dubuque County</i>	<input checked="" type="checkbox"/> Linda Gaul <i>Small Cities, Delaware County</i> <i>(proxy Donna Boss)</i>	<input type="checkbox"/> Andrew Kida <i>Small Cities, Clinton County</i>
<input checked="" type="checkbox"/> Sam Shea* <i>IA DOT</i>	<input checked="" type="checkbox"/> Shirley Helmrichs <i>Transit Representative (RTA)</i>	<input type="checkbox"/> Kelley Deutmeyer <i>ECIA Executive Director</i>

**Others Present:**

**Staff Present:**

<input checked="" type="checkbox"/> Chandra Ravada <i>Transportation Director</i>	<input checked="" type="checkbox"/> Sarah Berning <i>Project Services Manager</i>	<input checked="" type="checkbox"/> Dan Fox <i>ECIA Planner</i>
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A quorum was present. \*Non-Voting Advisory Member \*\*Voting Member by Proxy \*\*\* Voting by phone

## **Call to Order**

The RPA Technical Advisory Board meeting was called to order by RPA Technical Advisory Chair, Todd Kinney at 9:00 a.m.

The RPA Policy Board meeting was called to order by RPA Policy Board Chair, Don Thiltgen at 9:00 a.m. Introductions were made at this time.

## **Review/Approve the Agenda for the Thursday, September 27, 2018 Technical Advisory Board and Policy Board joint meeting**

Motion by Schloz, second by Vick from the RPA Technical Advisory Board to approve the agenda for the Thursday, September 27, 2018 RPA meeting. The motion passed unanimously.

Motion by Willey, second by Kramer from the RPA Policy Board to approve the agenda for the Thursday, September 27, 2018 RPA meeting. The motion passed unanimously.

## **Review/Approve the minutes and receive and file the secretarial notes from Thursday July 26, 2018 RPA Technical Advisory Board and Policy Board meeting**

Motion by Vick, second by Schloz from the RPA Technical Advisory Board to approve the minutes and receive and file the secretarial notes from the Thursday July 26, 2018 RPA Technical Advisory Board meeting. The motion passed unanimously.

Motion by Willey, second by Gaul from the RPA Policy Board to approve the minutes and receive and file the secretarial notes from the Thursday July 26, 2018 RPA Policy Board meeting. The motion passed unanimously.

## **Review/Approve Draft Fiscal Year 2019 RPA 8 Limited English Proficiency Plan**

Motion by Willey, second by Gaul to open the public hearing. The motion passed unanimously. The public hearing was opened at 9:02 a.m.

Ravada stated staff created a draft RPA 8 Limited English Proficiency Plan. Ravada stated there is no need to have a Limited English Proficiency Plan in place, due to the RPA 8 region 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 planning process for 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 region is Spanish, they make up 1.07% of the RPA 8 region. Ravada stated the transportation website will be updated to accommodate the Spanish speaking population.

Motion by Schloz, second by Bardgett to recommend to the RPA Policy Board approval of the Draft Fiscal Year 2019 RPA 8 Limited English Proficiency Plan. The motion passed unanimously.

Motion by Gaul, second by Willey to approve the Draft Fiscal Year 2019 RPA 8 Limited English Proficiency Plan. The motion passed unanimously.

### **Review/Approve Draft Fiscal Year 2019 RPA 8 Title VI Non-Discrimination Program Plan**

Ravada referred to the Title VI Non-Discrimination Program Plan handout. Ravada stated staff developed this plan to help address the Title VI issues within the RPA 8 region and make the community aware of where they can go when they have a Title VI issue. Ravada stated the IADOT is satisfied with current process of presenting the TIP to the RPA 8 region. 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 Schloz, second by Bardgett to recommend to the RPA Policy Board approval of the Draft Fiscal Year 2019 RPA 8 Title VI Non-Discrimination Program Plan. The motion passed unanimously.

Motion by Michel, second by Klein to approve the Draft Fiscal Year 2019 RPA 8 Title VI Non-Discrimination Program Plan. The motion passed unanimously.

### **Review/Approve amendment to RPA 8 Fiscal Year 2016-2020 Passenger Transportation Plan (PTP)**

Fox stated the amendment to the DMATS and RPA 8 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.

McKinley stated RTA was approached by businesses within Peosta to start a route between Dubuque and Peosta industrial area. Also the RTA is looking to do a vanpool route between Cascade and Maquoketa.

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 the difference between now and when the RTA applied for ICAAP funding in the past, is due to the fact that the RTA is requesting confirmation of ridership from employers before designing the route.

Vick asked how this route is being advertised.

McKinley stated businesses are advertising the route for the RTA and informing all their employees of the route. Also Wagner the Mobility and Outreach Coordinator is out within the community spreading the word about the routes, working closely with Sedona and Express Services.

Motion by Bardgett, second by Schloz to recommend to the RPA Policy Board approval of the amendment to RPA 8 Fiscal Year 2016-2020 Passenger Transportation Plan (PTP). The motion passed unanimously.

Motion by Kramer, second by Gaul to approve the amendment to RPA 8 Fiscal Year 2016-2020 Passenger Transportation Plan (PTP). The motion passed unanimously.

### **Review/Approve Amendment to Final FFY 2019-2022 RPA 8 Transportation Improvement Program (TIP)**

Ravada referred to the TIP handout stating the TIP amendment, increase in federal funds for Transit systems for both Clinton MTA and RTA. Ravada stated the IADOT requested to amend the TIP to accommodate this change within the TIP.

Motion by Klein, second by Michel to close the public hearing. The motion passed unanimously. The public hearing was closed at 9:11 a.m.

Motion by Bardgett, second by Schloz to recommend to the RPA Policy Board approval of the Amendment to Final FFY 2019-2022 RPA 8 Transportation Improvement Program (TIP). The motion passed unanimously.

Motion by Michel, second by Gaul to approve the Amendment to Final FFY 2019-2022 RPA 8 Transportation Improvement Program (TIP). The motion passed unanimously.

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

Ravada referred to the ICAAP resolution stating the RTA application for funding for a vanpool between the City of Dubuque and the City of Peosta, and between the City of Cascade and the City of Maquoketa, meets the RPA planning process and is part of the PTP. Ravada stated this project is recommended to the RPA 8 Board for their support.

Motion by Vick, second by Lindner to recommend to the RPA Policy Board approval of the Iowa Clean Air Attainment Program (ICAAP) resolution for RTA project. The motion passed unanimously.

Motion by Willey, second by Klein to approve the Iowa Clean Air Attainment Program (ICAAP) resolution for RTA project. The motion passed unanimously.

### **RPA 8 Final Review Report from IADOT**

Ravada stated recently the RPA 8 was reviewed by the IADOT. Ravada gave a brief summary of the report given by the IADOT.

#### Commendations by IADOT

- ECIA is commended for including transit representation on its Policy Board and Technical Committee and for including small city representation on its Policy Board.
- ECIA is commended for providing routine funding opportunities for small city projects.
- ECIA is commended for the quality and content of its LRTP and for its outreach to local stakeholders during its development.
- ECIA is commended for reviewing and updating its PTP every two years and for providing public input opportunities through City Council and Board of Supervisors meetings.
- ECIA is commended for including project status updates as a routine agenda item.

#### Recommendations by IADOT

- It is recommended that ECIA coordinates with Bi-State/RPA 9 regarding the inclusion of Clinton County transit needs in the RPA's PTPs and LRTPs.
- It is recommended that ECIA ensure a statement related to requests for the provision of accommodations is included on all meeting agendas.
- It is recommended that ECIA specifically solicit its member jurisdictions for any special planning project requests as part of the TPWP development process.
- It is recommended that ECIA develop a method to enhance coordination with resource agencies in the development of its next LRTP.
- It is strongly recommended that ECIA further explore regional programming processes utilized by peer RPAs that are not strictly based on formula sub allocation of funds.
- It is strongly recommended that ECIA consider utilizing a written project application form for all projects.
- It is recommended that the award letters and project agreements utilized for small city projects are provided for all regionally-funded projects.

#### Staff suggestions for STBG (SWAP) Project process

- Send letters to submit projects for STBG (Swap) funding
  - Board will decide if they want to open applications for cities with a population below 5,000 based on small city funding availability.

- Staff will provide balance sheets with letters
  - Members will work with staff if they want to borrow additional funding other than what was allocated to them by the RPA 8 Board.
- RPA 8 members will submit projects (standard application format) to staff.
- Staff will compile the project and get them approved by RPA 8 Board.
- RPA 8 staff will provide approval letters to members.
- Counties can program approved projects in TPMS. RPA 8 staff will program projects for cities.
- RPA 8 staff will ask for project status for current year projects at RPA 8 meeting.

Staff suggestions for policy change

- Allow RPA 8 member to borrow from all members rather than restricting them to their County.
  - This allows RPA 8 to reduce surplus funding.
- Restrict borrowing to TIP period.
  - None of the RPA 8 members should not have a negative balance at the end of TIP period
  - The RPA 8 should not have a negative balance at the end of the TIP period

Vick asked for clarification that these are only recommendations from the IADOT.

Michel stated he feels the sub allocation process is one process that actually works for the RPA 8 Board and he would like to see the process remain status quo.

Discussion followed.

Shea addressed the questions about submitting projects through an application process. Shea stated this is not so much about submitting applications, as it is more of a summary of all the projects that will be on the TIP.

Kinney suggested Ravada do a presentation to the Board, presenting all the projects that will be included within the TIP.

Discussion followed.

Ravada stated based on the discussion he is hearing, he will send emails to all Board members to provide their projects and staff will compile all the information from members and present to the Board on the projects being programmed in the TIP.

Discussion followed.

### **Comments from the public**

There was no public present or written comments received.

## **Other Business and Announcements**

### **Annual DMATS/RPA meeting**

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

## **Adjournment**

Motion by Schloz, second by Vick to adjourn the Thursday, September 27, 2018 RPA Technical Advisory Board meeting. The motion passed unanimously. The meeting adjourned at 9:55 a.m.

Motion by Klein, second by Gaul to adjourn the Thursday, September 27, 2108 RPA Policy Board meeting. The motion passed unanimously. The meeting adjourned at 9:55 a.m.

Respectfully,

Chandra Ravada  
Transportation Director