

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

Date: Thursday, November 30, 2017
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 checked="" 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"/> Paul Konrardy <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 checked="" type="checkbox"/> Kelley Deutmeyer <i>ECIA Executive Director</i>

Others Present: Dave Heier, Jackson County Economic Alliance; Daryl Parker, Jackson County Conservation; Beth Bonz, City of Asbury; Tony Zeleskis, WHKS; Trevor Willis, Mayor of Camanche

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 Board Chair, Todd Kinney at 9:01 a.m.

The RPA Policy Board meeting was called to order by RPA Policy Board Chair, Don Thiltgen at 9:01 a.m. Introductions were made at this time.

Review/Approve the Agenda for the Thursday, November 30, 2017 Technical Advisory Board and Policy Board joint meeting

Motion by Scholz, second by McKinley from the RPA Technical Advisory Board to approve the agenda for the Thursday, November 30, 2017 RPA meeting. The motion passed unanimously.

Motion by Kramer, second by Madlom from the RPA Policy Board to approve the agenda for the Thursday, November 30, 2017 RPA meeting. The motion passed unanimously.

Review/Approve the minutes and receive and file the secretarial notes from Thursday September 14, 2017 RPA Technical Advisory Board and Policy Board meeting

Motion by Scholz, second by Madlom from the RPA Technical Advisory Board to approve the minutes and receive and file the secretarial notes from the Thursday September 14, 2017 RPA Technical Advisory Board meeting. The motion passed unanimously.

Motion by Michel, second by Wiley from the RPA Policy Board to approve the minutes and receive and file the secretarial notes from the Thursday September 14, 2017 RPA Policy Board meeting. The motion passed unanimously.

Review/Approve Transportation Alternative Program (TAP) projects for Federal Fiscal Year 2018-2022

Ravada referred to the handout showing the TAP projects submitted. Ravada explained the total funds for RPA 8 TAP projects for FY 2018-2022 is \$572,655.00. The subcommittee ranked the project as follows:

- 1- Jackson County Conservation, Riverview trail extension to Spruce Creek County Park
- 2- Jackson County Conservation, Hurstville Trail – Phase 3 – 63rd Street Portion
- 3- City of Dyersville, Dyersville Park Connection
- 4- City of Grand Mound, Ball Park Recreational trail
- 5- Dubuque County Conservation, Heritage Trail Bridge 21 Replacement

Ravada stated the funding request from the City of Grand Mound was more than the available funds left after the top three projects funding request were approved. City of Grand Mound requested \$166,400.00 and only \$122,655.00 is available. Ravada requested the Board to make a decision on how to handle the requested amount from the City of Grand Mound.

Deutmeyer asked if Ravada has talked with the City of Grand Mound to see if they would be able to complete their project with the remaining \$122,655.00.

Ravada explained that until the Board makes a motion he is not able to talk with the City of Grand Mound.

Lindner, who was a part of the sub-committee who ranked the RPA 8 TAP projects, explained the City of Grand Mound request is to build a trail around their ball park to better the pedestrian walking area during events and for safety purposes.

Discussion followed.

Michel suggested to fund the City of Grand Mound's project with the remaining RPA 8 funds, \$122,655.00 and let the City of Grand Mound's Board decide if they are able to complete the project with the partial amount funded.

Motion by Lindner, second by Kramer to recommend to the RPA Policy Board approval of the Transportation Alternative Program (TAP) projects for Federal Fiscal Year 2018-2022. The motion passed unanimously.

Motion by Willey, second by Madlom to approve the Transportation Alternative Program (TAP) projects for Federal Fiscal Year 2018-2022. The motion passed, Michel abstained.

Review/Approve Small City Surface Transportation Block Grant Program (STBG) funds for Rural County Transportation Program (RCTP) for RPA 8 region

Ravada stated in regards of the STBG funds, Ravada is receiving questions from small cities asking when they will receive funding to help with transportation projects/issues. Ravada explained with the swap funding rules and regulations changing, staff met with all four counties to get their input on how they would like the swap funds to be utilized for projects within their small cities. Ravada stated Dubuque County has a program in place that they have been running for a couple years. Ravada explained how Dubuque County utilizes swap funds to the other three counties and all three counties were interested in doing something similar for their counties. Although all counties would like to have their own application process. Ravada also stated the counties would like some reassurance from the RPA 8 Board, that they will be receiving funding for their projects. Ravada asked the Board if it's possible to give these counties reassurance of funding for their small city projects.

Willis asked if there will be two separate funds for the swap monies received.

Ravada explained on an annual basis the RPA 8 receives \$400,000.00 for small cities to utilize. Staff are looking at taking \$75,000.00 for each county, out of the \$400k received to utilize for small city projects, which would leave \$100,000.00 leftover for all cities to utilize on federal aid and farm to market eligible routes. Ravada stated however most of the small cities do not have federal aid eligible or farm to market routes, therefore the reason staff are suggesting to give the four counties within the RPA 8 region \$75 thousand upfront.

Willis stated he would like to see the funding go to federal aid eligible roads first.

Bonz stated how important funding is for the small cities who are not on federal aid or farm to market eligible routes. Bonz stressed that without the help of this funding some of the small cities would never receive assistance and their projects would go to the waste side. Bonz spoke on how much of a difference this funding has made to small cities within Dubuque County who are currently utilizing the STBG program.

Kinney suggested instead of \$75 thousand per county, the counties receive \$50 thousand, therefore leaving \$200 thousand in the pot for all cities to access for projects.

Heier asked how many cities within each county actually have federal aid eligible routes.

Discussion followed.

Ravada clarified the reason staff are looking into sub allocating funds for small cities, is so small cities that are not on an eligible federal aid route have a chance to get their projects funded. Ravada stated there are 64 cities within the RPA 8 region and only 2 of them have federal aid/farm to market eligible routes to apply for funding.

Michel stated his understanding of the new swap process is the federal dollars that come into the State of Iowa will now go to the IA DOT and the RPA will be accessing state dollars instead of federal funding.

Ravada confirmed Michel's statement.

Michel suggested that the RPA utilized the swap funds by having the small cities apply for the funds and having a scoring criteria for all projects to make the process more competitive.

Discussion followed.

Gaul stated she feels this process, if passed, will give small communities an opportunity to complete projects that their communities are in need of completing and never would be able to receive funding for without the help of the RPA 8. Gaul stressed how important funding is to the small cities and funding for these projects will help these communities thrive.

Discussion followed.

Michel asked if there would be a ranking process.

Ravada explained RPA 8 staff will work with the small communities on the application process. Once applications have been received a sub-committee will be formed to review and rank the applications. Once projects are ranked staff will inform county engineers of the ranking order for the projects, then county engineers will bring the projects to the county supervisors to be voted upon, once approved RPA 8 staff will inform the small city of approval to start project. Once project is completed the small cities will inform county engineers and RPA 8 staff of completion.

Discussion followed.

Thiltgen stated from the discussion the Board is having, sounds like everyone is in agreement the small cities are worthy of receiving funding for their projects, now the Board has to decide on the amount of funding given to the small cities.

Discussion followed.

Motion by Klein, second by Lindner to recommend to the RPA Policy Board approval of the Small City Surface Transportation Block Grant Program (STBG) funds for Rural County Transportation Program (RCTP) for RPA 8 region of a direct allocation of \$75,000.00 per county. The motion passed unanimously.

Motion by Determann, second by Gaul to approve the Small City Surface Transportation Block Grant Program (STBG) funds for Rural County Transportation Program (RCTP) for RPA 8 region of a direct allocation of \$75,000.00 per county. The motion passed unanimously.

Review/Approve East Central Intergovernmental Association (ECIA) request to administer Rural County Transportation Program (RCTP) for RPA 8 region

Deutmeyer explained Dubuque County agreed to pay a \$5,000.00 administration cost to ECIA for staff to help administer RCTP, by conducting meetings with the small communities, helping with application process, ranking and monitoring the projects. Deutmeyer stated what ECIA is asking for is approval to receive the same amount from the other three counties so ECIA staff can administer RCTP within the RPA 8 region. Deutmeyer stated the \$5,000.00 administration fee will help with ECIA local match contribution. Deutmeyer explained Dubuque County took the \$5,000.00 out of their sub-allocation received.

Discussion followed.

Kinney asked if this will be a separate agreement between ECIA and each county.

Ravada stated he is looking for the Board to approve RPA 8 staff to go to all four counties and negotiate an administration fee to help administer RCTP for RPA 8 region, which will be agreed upon between each county and ECIA separately.

Motion by Schloz, second by Madlom to recommend to the RPA Policy Board approval of the East Central Intergovernmental Association (ECIA) request to administer Rural County Transportation Program (RCTP) for RPA 8 region. The motion passed unanimously.

Motion by Klein, second by Gaul to approve the East Central Intergovernmental Association (ECIA) request to administer Rural County Transportation Program (RCTP) for RPA 8 region. The motion passed unanimously.

Comments from the public

There was no public present or written comments received.

Other Business and Announcements

December 14, 2017 Annual meeting with Stu Anderson here at ECIA at 11:30am. Stu will be address the swap funds and state initiatives. Also consultant for the Freight study will be here to address the projects that came out of the freight study.

Adjournment

Motion by Schloz, second by Madlom to adjourn the Thursday, November 30, 2017 RPA Technical Advisory Board meeting. The motion passed unanimously. The meeting adjourned at 10:08 a.m.

Motion by Gaul, second by Michel to adjourn the Thursday, November 30, 2017 RPA Policy Board meeting. The motion passed unanimously. The meeting adjourned at 10:08 a.m.

Respectfully,

Chandra Ravada
Transportation Director