

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

Date: Thursday, July 26, 2018
Time: 9:00 a.m.
Place: ECIA, 7600 Commerce Park, Dubuque, Iowa 52002

Technical Advisory Board Members Present:

<input 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 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 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 checked="" type="checkbox"/> Dave Heiar <i>Small Cities, Jackson County</i>
<input checked="" type="checkbox"/> Mick Michel <i>Small Cities, Dubuque County</i>	<input type="checkbox"/> Linda Gaul <i>Small Cities, Delaware County</i> <i>(proxy Donna Boss)</i>	<input checked="" 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:

Staff Present:

<input checked="" type="checkbox"/> Chandra Ravada <i>Transportation Director</i>	<input type="checkbox"/> Sarah Berning <i>Project Services Manager</i>	<input checked="" type="checkbox"/> Dan Fox <i>ECIA Planner</i>
--	---	--

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 Vice Chair, Tim Vick at 9:02 a.m.

The RPA Policy Board meeting was called to order by RPA Policy Board Chair, Don Thiltgen at 9:02 a.m. Introductions were made at this time.

Review/Approve the Agenda for the Thursday, July 26, 2018 Technical Advisory Board and Policy Board joint meeting

Motion by Schloz, second by Smith from the RPA Technical Advisory Board to approve the agenda for the Thursday, July 26, 2018 RPA meeting. The motion passed unanimously.

Motion by Willey, second by Helmrichs from the RPA Policy Board to approve the agenda for the Thursday, July 26, 2018 RPA meeting. The motion passed unanimously.

Review/Approve the minutes and receive and file the secretarial notes from Thursday May 24, 2018 RPA Technical Advisory Board and Policy Board meeting

Motion by Schloz, second by Lindner from the RPA Technical Advisory Board to approve the minutes and receive and file the secretarial notes from the Thursday May 24, 2018 RPA Technical Advisory Board meeting. The motion passed unanimously.

Motion by Michel, second by Vick from the RPA Policy Board to approve the minutes and receive and file the secretarial notes from the Thursday May 24, 2018 RPA Policy Board meeting. The motion passed unanimously.

Review/Approve Fiscal Year 2019 RPA 8 Public Involvement Policy Plan (PIP)

Motion by Willey, second by Helmrichs to open the public hearing. The motion passed unanimously. The public hearing was opened at 9:04 a.m.

Ravada referred to the Public Involvement Policy Plan handout, stating on page 16 staff added verbiage on the swap project revision process and redemonstration of fiscal constraint. Ravada stated the IA DOT requested this language within the PIP, also within the TIP. When swap projects are programmed within the TIP they must be completed within the current year, swap projects cannot be moved to the next year.

Motion by Bardgett, second by Lindner to recommend to the RPA Policy Board approval of the Fiscal Year 2019 RPA 8 Public Involvement Policy Plan (PIP). The motion passed unanimously.

Motion by Michel, second by Willey to approve the Fiscal Year 2019 RPA 8 Public Involvement Policy Plan (PIP). The motion passed unanimously.

Review/Approve Final Fiscal Year 2019-2022 RPA 8 Transportation Improvement Program (TIP)

Ravada referred to the Transportation Improvement Program document stating there were a few changes from the draft TIP to the final. The changes were in regards to the financial constraints, and a few projects within the TIP were programmed wrong, which staff have fixed.

Motion by Willey, second by Michel to close the public hearing. The motion passed unanimously. The public hearing was closed at 9:14 a.m.

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

Motion by Willey, second by Helmrichs to approve the Final Fiscal Year 2019-2022 RPA 8 Transportation Improvement Program (TIP). The motion passed unanimously.

Update on Rural County Transportation Program

Ravada stated to the Board that this presentation will also be given to small cities for reference on how small city funding is distributed between the small cities within the RPA 8 region. Ravada requested the Board to go through the presentation and give feedback.

Ravada went through the presentation explaining the different funding sources and how those funding sources affect the small cities; the percentage of funding small cities receive when applying for grants and percentage of funding comes from other sources. Ravada went through the process small cities have to follow in order to apply for funding. Ravada also gave examples of some projects that were approved for funding within the RPA 8 region.

Ravada stated RPA 8 received three applications from Clinton County, from Grand Mound, Wheatland and Low Moor. All three small cities were approved and funded for a total of \$75,000.

Ravada stated RPA 8 received four applications from Delaware County, from Colesburg, Delhi, Ryan and Greeley. Greeley's application was rejected due to no resolution or cost details. The other three applications were approved and funded for a total of \$70,000.

Within Dubuque County staff received four applications from, Bernard, Farley, Epworth and New Vienna, for a total of \$48,525. Ravada went on to state the supervisors of Dubuque County are displeased that there were not more applications to be able to utilize the total funding of \$70,000.00. Therefore the supervisors sent a letter to all the Mayors of the small cities within Dubuque County stating that if all the funds for small cities within Dubuque County are not utilized next year, there will no longer be the rural county transportation program from small cities to utilize.

Deutmeyer asked if the remaining money will carryover for next year or will they lose the remaining funds.

Ravada stated that remaining money for Dubuque County will carry over for next year, therefore Dubuque County will have almost \$100,000 to spend next year.

Ravada stated the applications received from Jackson County were from, Baldwin, Preston, Springbrook and Bellevue. These were all approved and funded for a total of \$75,000.

Heiar asked for a copy of a timeline for the application process, so that next year clerks are more prepared to submit applications.

Smith asked if there was discussion about the number of times a community can apply for funding after they have been funded in previous years.

Ravada stated if a city applies again after they were funded the previous year they will start with a negative 75 points towards their ranking, but still could get funded.

Ravada stated overall the ranking process went well. Also reminded the Board to review and send staff any comments or changes to be made.

Comments from the public

There was no public present or written comments received.

Other Business and Announcements

Ravada informed the Board that on the 31st of July the IA DOT will be reviewing RPA 8 and Ravada will be asking a few staff to sit in on the review.

IA DOT commission meeting is August 14th in Clinton.

Adjournment

Motion by Schloz, second by Bardgett to adjourn the Thursday, July 26, 2018 RPA Technical Advisory Board meeting. The motion passed unanimously. The meeting adjourned at 9:33 a.m.

Motion by Willey, second by Helmrichs to adjourn the Thursday, July 26, 2108 RPA Policy Board meeting. The motion passed unanimously. The meeting adjourned at 9:33 a.m.

Respectfully,

Chandra Ravada
Transportation Director