

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

Date: Thursday, January 23, 2020
Time: 9:00 a.m.
Place: 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 Dave Baker)</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 checked="" type="checkbox"/> Jason Craft <i>City of Clinton</i> <i>(proxy Matt Brooke)</i>	<input checked="" type="checkbox"/> Tricia Wagner <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"/> Dave Baker <i>Dubuque County</i> <i>(proxy Jay Wickham)</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 checked="" type="checkbox"/> Scott Maddason <i>City of Clinton</i> <i>(proxy Jason Craft)</i> <i>(proxy Matt Brooke)</i>	<input checked="" type="checkbox"/> Dave Heiar <i>Small Cities, Jackson County</i> <i>(proxy Nic Hockenberry)</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 checked="" type="checkbox"/> Andrew Kida*** <i>Small Cities, Clinton County</i>
<input checked="" type="checkbox"/> Sam Shea*** <i>IA DOT</i>	<input 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 checked="" type="checkbox"/> Sarah Berning <i>Project Services Manager</i>	<input checked="" type="checkbox"/> Dan Fox <i>Senior 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, January 23, 2020 Technical Advisory Board and Policy Board joint meeting

Motion by Bardgett, second by Lindner from the RPA Technical Advisory Board to approve the agenda for the Thursday, January 23, 2020 RPA meeting. The motion passed unanimously.

Motion by Willey, second by Heiar from the RPA Policy Board to approve the agenda for the Thursday, January 23, 2020 RPA meeting. The motion passed unanimously.

Review/Approve the minutes and receive and file the secretarial notes from Thursday October 24, 2019 and Wednesday December 4, 2019 RPA Technical Advisory Board and Policy Board joint meeting

Motion by Bardgett, second by Lindner from the RPA Technical Advisory Board to approve the minutes and receive and file the secretarial notes from Thursday October 24, 2019 and Wednesday December 4, 2019 RPA Technical Advisory Board and Policy Board joint meeting. The motion passed unanimously.

Motion by Kramer, second by Willey from the RPA Policy Board to approve the minutes and receive and file the secretarial notes from Thursday October 24, 2019 and Wednesday December 4, 2019 RPA Technical Advisory Board and Policy Board joint meeting. The motion passed unanimously.

Election of Officers

Ravada stated that each year election of officers should be held. He then noted that the current officers for the RPA Technical Advisory Board are Todd Kinney as Chair and Tim Vick as Vice-Chair. The officers for the RPA Policy Board are Don Thiltgen as Chair and Milt Kramer as Vice-Chair. Ravada asked for a motion to keep officers as is or to appoint new officers.

Motion by Lindner, second by Bardgett to continue with Kinney serving as Chair of the RPA Technical Advisory Board and Vick serving as the Vice-Chair of the RPA Technical Advisory Board. The motion passed unanimously.

Motion by Michel, second by Willey to continue with Thiltgen serving as Chair of the RPA Policy Board and Kramer serving as the Vice-Chair of the RPA Policy Board. The motion passed unanimously.

Approve to receive Surface Transportation Block Grant Program (STBG) projects for Federal Fiscal Year 2021-2024 from RPA 8 members

Ravada referred to the handout showing the projects of each member. Ravada stated the balances by the end of FY 2024 are as followed;

- Clinton County-\$1,248,748.00
- City of Clinton-\$1,537,934.00
- City of Dewitt-\$266,096.00
- Delaware County-\$383,992.00
- City of Manchester-\$250,453.00
- Dubuque County-\$1,161,191.00
- Jackson County-\$920,356.00
- City of Maquoketa-\$149,643.00
- Small Cities-\$133,189.00

Ravada stated all members have a positive balance. Ravada suggested the Board members to look at their budget to see if they have any projects they would like included. Seeking applications for projects for FFY 2021-2024.

Discussion followed.

Motion by Bardgett, second by Lindner to recommend to the RPA 8 Policy Board approval to receive the Surface Transportation Block Grant Program (STBG) projects for Federal Fiscal Year 2021-2024 from RPA 8 members. The motion passed unanimously.

Motion by Heiar, second by Willey to approve receiving the Surface Transportation Block Grant Program (STBG) projects for Federal Fiscal Year 2021-2024 from RPA 8 members. The motion passed unanimously.

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

Ravada reminded the Board of their request to have small city funds approved on a yearly basis. Therefore, Ravada requested the Board to approve \$75,000.00 for each county, for small city funds. With that said Dubuque County is only seeking \$20,000.00 due to the \$55,000.00 in funding they received the previous year.

Motion by Lindner, second by Bardgett to recommend to the RPA 8 Policy Board approval of Small City Surface Transportation Block Grant Program (STBG) funds for Rural County Transportation Program (RCTP) for RPA 8 region. The motion passed unanimously.

Motion by Willey, second by Heiar to approve Small City Surface Transportation Block Grant Program (STBG) funds for Rural County Transportation Program (RCTP) for RPA 8 region. The motion passed unanimously.

Approve to open application process for Small City Surface Transportation Block Grant Program (STBG) for RPA 8 region for Federal Fiscal Year 2024

Ravada stated currently RPA 8 has a balance of \$133,189.00 in STBG funds in the small city account. Ravada stated the Board has the decision to open the application process for small cities to utilize the current funding or wait another year and let the funds grow. Ravada stated if the Board decides to allow the funds to accumulate, next year there will be roughly \$215,000.00 in the small city funds.

Discussion followed.

Motion by Bardgett, second by Lindner to recommend to the RPA 8 Policy Board to not open application process for Small City Surface Transportation Block Grant Program (STBG) for RPA 8 region for Federal Fiscal Year 2024. The motion passed unanimously.

Motion by Michel, second by Kida to approve not opening the application process for Small City Surface Transportation Block Grant Program (STBG) for RPA 8 region for Federal Fiscal Year 2024. The motion passed unanimously.

Approve to open application process for Transportation Alternative Program (TAP) for RPA 8 region for Federal Fiscal Year 2021 to 2024

Ravada stated currently RPA 8 has a balance of \$495,000.00 in TAP funds. Staff suggestion to the Board is to open application process to seek applications. Ravada clarified what TAP funds are used for; these funds are used for trail and trail systems. Members can apply for up to \$300,000.00 in funds.

Motion by Lindner, second by Smith to recommend to the RPA 8 Policy Board approval to open application process for Transportation Alternative Program (TAP) for RPA 8 region for Federal Fiscal Year 2021 to 2024. The motion passed unanimously.

Motion by Michel, second by Heiar to approve opening the application process for Transportation Alternative Program (TAP) for RPA 8 region for Federal Fiscal Year 2021 to 2024. The motion passed unanimously.

Discuss/Approve Boards decision on the City of Clinton's lack of representation at RPA 8 meetings

Ravada stated the Board needs to show to the IADOT active participation from all members of the Board. This issue came up last year and the Board established some guidelines for lack of representation at RPA 8 meetings. Ravada stated the City of Clinton has had staff changes in the past year and has had difficulty attending all the meetings. Ravada clarified staff is addressing this for all members to show active representation throughout the Board.

Ravada reread the policy the Board stated;

- 1) The RPA 8 Policy Board will from now on require all members to submit their STBG projects to the RPA 8 annually. The Policy Board will then review these projects and make sure they address transportation issues in the region.
- 2) The RPA 8 Policy Board will from now on require active participation by all members.
 - a. If a member fails to have representation at three (3) consecutive RPA 8 Policy Board meetings, the Policy Board may suspend or reallocate the member's sub-allocated STBG funds.
 - b. If a member that does not receive sub allocation (cities below 5,000 population), fails to have representation at three (3) consecutive RPA 8 Policy Board Meetings, the Policy Board may exclude these cities from participating in Small City STBG program and/or the Rural County Transportation Program.

Ravada stated the current balance of the City of Clinton is \$1.5 million and receive \$600,000.00 annually, which is about ¼ of the RPA 8 budget. Ravada asked for the Boards decision on how to move forward with the City of Clinton.

Maddasion addressed the Board introducing himself as the new Mayor for the City of Clinton. He apologized to the Board for the lack of representation in the past from the City of Clinton and promised it will not happen moving forward.

Discussion followed.

Motion by Michel, second by Willey to approve the discussion on the City of Clinton's lack of representation at RPA 8 meetings and no further action is needed at this time. This motion passed unanimously.

Discuss planning tasks for FY 2021 Transportation Planning Work Program (TPWP)

Ravada asked for suggestions from the Board on any recommendations for the TPWP. Ravada stated that Clinton County suggested a regional trail system plan.

Discussion followed.

Ravada requested the Board to give changes or recommendations to staff.

Comments from the public

There was no public present or written comments received.

Other Business and Announcements

There was no other business.

Adjournment

Motion by Bardgett, second by Lindner to adjourn the Thursday, January 23, 2020 RPA Technical Advisory Board meeting. The motion passed unanimously. The meeting adjourned at 9:46 a.m.

Motion by Heiar, second by Maddasion to adjourn the Thursday, January 23, 2020 RPA Policy Board meeting. The motion passed unanimously. The meeting adjourned at 9:46 a.m.

Respectfully,

Chandra Ravada
Transportation Director