

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

Date: Thursday, January 24, 2019
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 Ann McDonough)</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 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 type="checkbox"/> Ann McDonough <i>Dubuque County</i> <i>(proxy Dave Baker)</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> <i>(proxy Matt Brooke)</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 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 type="checkbox"/> Sam Shea* <i>IA DOT</i>	<input 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>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 Vice-Chair, Tim Vick 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, January 24, 2019 Technical Advisory Board and Policy Board joint meeting

Motion by Schloz, second by Bardgett from the RPA Technical Advisory Board to approve the agenda for the Thursday, January 24, 2019 RPA meeting. The motion passed unanimously.

Motion by Kramer, second by Willey from the RPA Policy Board to approve the agenda for the Thursday, January 24, 2019 RPA meeting. The motion passed unanimously.

Review/Approve the minutes and receive and file the secretarial notes from Thursday October 25, 2018 RPA Technical Advisory Board and Policy Board meeting

Motion by Schloz, second by Vick from the RPA Technical Advisory Board to approve the minutes and receive and file the secretarial notes from the Thursday October 25, 2018 RPA Technical Advisory Board meeting. The motion passed unanimously.

Motion by Michel, second by Kramer from the RPA Policy Board to approve the minutes and receive and file the secretarial notes from the Thursday October 25, 2018 RPA Policy Board 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 Bardgett, second by Schloz 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.

Review/Approve policy for RPA 8 members attendance at RPA 8 meetings

Ravada stated following RPA 8's review from the IADOT, there were some recommendations made by the IADOT. Ravada stated one of the recommendations was that the RPA 8 eliminate its current practice of sub-allocation Surface Transportation Block Grant (STBG) funds and instead distribute these funds through a region-wide competitive application process. The reasoning for this recommendation is that sub-allocation discourages regional coordination and projects that have a regional impact. IADOT also feels that sub-allocation discourages members from participating in regional discussion, as members are assured funding without participation. Ravada stated to avoid the issue of members not attending RPA 8 Board meetings, staff is asking the Board to address this issue and to create a policy within the RPA 8 Board to address participation. Ravada suggested making a policy stating Board members need to attend a set amount of meetings, if not met the Board can take action on members. Ravada stated the action will be up to the Board. Ravada expressed they want to show active participation at all RPA 8 meetings, so staff do not need to clarify to the IADOT why members are not attending the meetings.

Schloz asked Shea what the FHWA thoughts would be on the Board reducing or taking away funds based on attendance.

Shea stated the funding goes to the RPA and the RPA Policy Board chooses how the funding is distributed. Shea stated the importance of all members attending, especially with the Board choosing to sub-allocate funds.

Michel suggested RPA suspend funding, if a member misses 3 consecutive meetings a warning letter will be sent and if 2 more meetings are missed, funding is suspended.

Ravada stated the decision is up to the Board how to proceed. Ravada asked the Board to set a policy for the transit systems. RPA Board does not have authority over transit systems but would also like them to participate in the meetings.

Bardgett asked for clarification on suspending funds.

Michel stated members funds would be frozen until they start participating in meetings, therefore there would be no allocation of funds, nor any additional money would be added to funds.

Ravada questioned freezing their funds, stating if done members could still not participate in meetings due to them not having any projects during the year funds are frozen.

Bardgett questioned if reallocation of funds should happen.

Discussion followed.

Ravada asked the Board how they would like this Policy written.

Schloz asked when this policy will take effect.

Heiar suggested from today's date and moving forward. Heiar also asked if all members have proxies.

Ravada stated all members who receive allocation have proxies and non-members who do not receive allocation do not have proxies; representatives of small cities or transits. Ravada recommended for small cities with 3 consecutive unexcused absentees, their funding for small cities within that county will be frozen.

Discussion followed.

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.

Motion by Bardgett, second by Schloz to recommend to the RPA Policy Board approval of the policy for RPA 8 members attendance at RPA 8 meetings. The motion passed unanimously.

Motion by Heiar, second by Michel to approve the policy for RPA 8 members' attendance at RPA 8 meetings. The motion passed unanimously.

Review/Approve the City of Dyersville's request to move 1st Avenue Bridge STBG funds to STBG-SWAP-2160(615)—SG-28 project

Ravada stated the City of Dyersville requested the 1st Avenue Bridge project funds get moved to the STBG-Swap 2160(615)-SG-28 project.

Michel stated when the City of Dyersville first applied for funds for this project the total contract for this project was \$700,000.00 and now the project has grown into a \$1.4 million dollar project. Michel stated this project has evolved and the decision to utilize a roundabout for the intersection was made and will provide a better long term solution operationally. Michel stated the City of

Dyersville still plans on moving forward with the 1st Avenue bridge overlay, but they plan on using local money to do so.

Ravada asked the Board for their thoughts.

Heiar asked if initial application was a competitive process.

Ravada stated yes the initial application process was competitive, however at the time the City of Dyersville was the only application.

Schloz stated since the City of Dyersville were the only ones to apply for this funding he would make a motion to approve the request. Although Schloz stressed if there were other members who applied, we would have to look at their applications again, because the City of Dyersville changed the scope of their project.

Motion by Schloz, second by Smith to recommend to the RPA Policy Board approval of the City of Dyersville's request to move 1st Avenue Bridge STBG funds to STBG-SWAP-2160(615)—SG-28 project. The motion passed unanimously.

Motion by Kida, second by Willey to approve the City of Dyersville's request to move 1st Avenue Bridge STBG funds to STBG-SWAP-2160(615)—SG-28 project. The motion passed unanimously. The motion passed, Michel abstained.

Review/Approve Jackson County Conservation Board's request to provide six-month extension for Hurstville Trail Phase 3 and Rivervue Trail projects

Ravada informed the Board when Jackson County Conservation Board applied for TAP funding their application stated the project will be let by October 2018. However, there were some delay with local funds. As Jackson County received local funding later than anticipated, they are requesting a six month extension. Ravada stated the project has been moved to FY 2019. Ravada asked the Board for approval of the extension for the Hurstville Trail Phase 3 and Rivervue Trail projects.

Motion by Smith, second by Schloz to recommend to the RPA Policy Board approval of the Jackson County Conservation Board's request to provide a six-month extension for Hurstville Trail Phase 3 and Rivervue Trail projects. The motion passed unanimously.

Motion by Michel, second by Kramer to approve the Jackson County Conservation Board's request to provide a twelve-month extension for Hurstville Trail Phase 3 and Rivervue Trail projects. The motion passed unanimously.

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

Motion by Michel, second by Boss to open the public hearing. The motion passed unanimously. The public hearing was opened at 9:26 a.m.

Fox stated the PTP is a joint planning document for DMATS and RPA 8. Fox also stated this amendment has already been approved by DMATS and added into DMATS TIP. The amendment is to include two projects to the PTP. The first is to replace Jule buses. The Jule will replace nine buses with low floor, hybrid, biodiesel, light duty buses. The second project is to update equipment on the Jule buses. The Jule will purchase new onboard computers, swipe card readers, electronic fareboxes and a farebox collection vault.

Motion by Bardgett, second by McKinley 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 Willey, second by Boss 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 stated there are two amendments for the TIP;

- City of Maquoketa, Platt Street, from US 61 to Iowa 62; outside services engineering, sanitary sewer and pavement rehab.
- City of Dyersville, X49 and 1st Avenue West; pavement rehab

Ravada stated as the City of Maquoketa needed to go through a design process, this project will be added in FY 19.

Motion by Michel, second by Heiar to close the public hearing. The motion passed unanimously. The public hearing was closed at 9:31 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 Heiar, second by Kramer to approve the amendment to Final FFY 2019-2022 RPA 8 Transportation Improvement Program (TIP). The motion passed, Michel abstained.

Review/Approve Surface Transportation Block Grant Program (STBG) projects for Federal Fiscal Year 2020-2023

Ravada referred to the handout showing the projects of each member. Ravada stated the balances by the end of FY 2023 are as followed;

- Clinton County-\$555,655.00
- City of Clinton-\$882,805.00
- City of Dewitt-\$136,410.00
- Delaware County-\$1,130,322.00
- City of Manchester-\$58,181.00
- Dubuque County-\$300,880.00
- Jackson County-\$1,871,346.00
- City of Maquoketa-\$0
- Small Cities-\$458,337.00

Ravada suggested to the Board to include the Iron Bridge Road E-23Y, IA 62 to Maquoketa River, resurfacing project and Z-20 IA 64 North to Spragueville, resurfacing project to FY 20 STBG projects. Adding these projects will change Jackson County’s balance to, \$793,919.00

Ravada stated overall as an RPA every year there is a positive balance therefore according to the IADOT the RPA is fiscally constraint. However, the end balance is \$4.3 million.

Michel stated the positive balance gives the RPA 8 the ability to move funding around to help other communities be successful.

Ravada requested the Boards approval to start programming projects.

Motion by Vick, second by McKinley to recommend to the RPA Policy Board approval of the Surface Transportation Block Grant Program (STBG) projects for Federal Fiscal Year 2020-2023. The motion passed unanimously.

Motion by Kramer, second by Michel to approve the Surface Transportation Block Grant Program (STBG) projects for Federal Fiscal Year 2020-2023. 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. Ravada stated that Dubuque County has already received their \$75,000.00 small city funds. Ravada request the Board to approve Jackson, Clinton and Delaware County to receive their \$75,000.00 in small city funds.

Ravada stated there were 14 projects funded within the first round. There was positive and negative feedback from participants. Ravada stated some of the negative feedback was mayors and clerks within some counties and not getting involved in the process. Ravada suggested that each city talk with their council and mayor and provide a resolution of projects for the next 3 years. Ravada stated with this process all represented parties will be talking about projects that will benefit their communities. The list of projects provided by the small cities, will be the projects funded in the future.

Heiar stated this process sounds good but questioned if we are having trouble getting small cities to apply for funding on a yearly basis, how are we going to get them to have projects for the next 3 years.

Ravada stated staff are requesting a resolution with projects for the next 3 years, if no resolution cities will not be able to apply. Ravada stated this is what is being requested of the cities, although if there is a problem and the request cannot be met, the process will be reevaluated. Ravada stated when talking with the clerks, they all stated providing projects for the next 3 years will not be an issue. Ravada stated cities within Dubuque and Delaware County have already provided their resolutions with their projects for the next 3 years.

Discussion followed.

Ravada stated the resolution stating the projects is a trial and will be revisited.

Motion by Bardgett, second by Smith 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. The motion passed, Schloz abstained.

Motion by Boss, second by Michel to approve the 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 2023

Ravada stated currently RPA 8 has a balance of \$458,337.00 in STBG funds in the small city account. Ravada requested the Board to approve opening the application process to seek applications from small cities below five thousand in population. Ravada stated as of now there are four cities who would like to apply for STBG funding; the City of Luxemburg, City of New Vienna, City of Earlville and the City of Worthington.

Motion by Schloz, second by McKinley to recommend to the RPA Policy Board approval to open application process for Small City Surface Transportation Block Grant Program (STBG) for RPA 8 region for Federal Fiscal Year 2023. The motion passed unanimously.

Motion by Michel, second by Willey to approve opening the application process for Small City Surface Transportation Block Grant Program (STBG) for RPA 8 region for Federal Fiscal Year 2023. The motion passed unanimously.

Approve to open application process for Transportation Alternative Program (TAP) for RPA 8 region for Federal Fiscal Year 2023

Ravada stated currently RPA 8 has a balance of \$149,000.00 in TAP funds. Ravada stated the IADOT allows members to borrow funds within the TAP program within TIP years. Ravada stated with the balance of \$149,000.00 the RPA 8 would only be able to fund possibly one project. Ravada asked Board if RPA should wait another year to open application process to acquire a higher balance to be able to fund multiple projects.

Schloz asked what the max amount a member can request in TAP funds.

Ravada stated the max a member can request in TAP funds is \$300,000.00.

Ravada recommended to wait on opening the TAP application process.

Motion by Bardgett, second by Schloz to recommend to the RPA Policy Board approval to open application process for Transportation Alternative Program (TAP) for RPA 8 region for Federal Fiscal Year 2023. The motion passed unanimously.

Motion by Michel, second by Heiar to approve delaying opening the application process for one year for Transportation Alternative Program (TAP) for RPA 8 region for Federal Fiscal Year 2023. The motion passed unanimously.

Approve project input process for Rural County Transportation Program (RCTP) for RPA 8 region

Ravada gave an update on the RCTP program, last year for RCTP program staff received 14 applications and all cities and counties had positive input. Ravada stated there were some minor issues, but overall the process went well. Ravada informed the Board there is some confusion amongst some of the small cities, where they think if they apply one year they cannot apply the next. Ravada encouraged all the small cities to apply every year, explaining to them the difference between applying and being rewarded funding. Ravada requested approval to request resolutions from the small cities as part as the application process.

Motion by Schloz, second by Smith to recommend to the RPA Policy Board approval of the project input process for Rural County Transportation Program (RCTP) for RPA 8 region. The motion passed unanimously.

Heiar asked for clarification of the resolution. If the resolution was just a list of projects, not a specific time the projects would be completed. Heiar also asked if the resolution could be modified with an updated resolution.

Ravada confirmed that the resolution is just a list of projects and can be modified with any project additions or subtractions.

Motion by Schloz, second by Smith to amend the recommendation to the RPA Policy Board approval of the project input process for Rural County Transportation Program (RCTP) for RPA 8 region with the ability to amend resolutions yearly. The motion passed unanimously.

Motion by Kida, second by Smith to approve the project input process for Rural County Transportation Program (RCTP) for RPA 8 region with the ability to amend resolutions yearly. The motion passed unanimously.

Discuss planning tasks for FY 2020 Transportation Planning Work Program (TPWP)

Ravada gave a presentation on planning tasks for the Transportation Planning Work Program. Ravada stated the work elements within the TPWP are;

- Overhead and administration – provides costs for overhead and admin, such as; office supplies, insurance, telephone expense, postage, equipment, agency fiscal management, utilities, rent and data processing services.
- General program coordination – provides costs for coordination, such as; coordination with IADOT, review of new legislation, attend and participate in meetings of national, state and local organizations, attend national, regional and state meetings.
- Regional transportation planning – develop and maintain long range plans; long range plan, bike and pedestrian plan, safety and evacuation plan, ITS plan and freight plan.
- Transportation research and database management – collect and maintain; census data, GIS data, employment data, safety data, trail count data, and freight data. Process data requests from membership organizations, disseminate data and/or analysis to RPA 8 member jurisdictions and other interested agencies and general public.
- Short range transportation planning – develop and maintain plans, assist with grant applications, participate on major projects in the region, and provide technical assistance in the land use and environmental service area.
- Special projects – projects that are beyond scope of services of RPA 8 work program.

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

Comments from the public

There was no public present or written comments received.

Other Business and Announcements

Adjournment

Motion by Schloz, second by McKinley to adjourn the Thursday, January 24, 2019 RPA Technical Advisory Board meeting. The motion passed unanimously. The meeting adjourned at 10:11 a.m.

Motion by Boss, second by Smith to adjourn the Thursday, January 24, 2019 RPA Policy Board meeting. The motion passed unanimously. The meeting adjourned at 10:11 a.m.

Respectfully,

Chandra Ravada
Transportation Director