

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

Date: Thursday, January 28, 2021
Time: 9:00 a.m.
Place: ECIA, 7600 Commerce Park/Zoom

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"/> David Dryer <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 type="checkbox"/> Vacant <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 checked="" 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"/> Harley Potoff <i>Dubuque County</i> <i>(proxy Jay Wickham)</i>	<input checked="" type="checkbox"/> Jack Willey <i>Jackson County</i> <i>(proxy David Dryer)</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 type="checkbox"/> Don Schwenker <i>City of Maquoketa</i> <i>(proxy Vacant)</i> <i>(proxy Diane Frandsen)</i>	<input checked="" type="checkbox"/> Scott Maddasion <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 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"/> Larry McDevitt <i>Transit Representative (RTA)</i>	<input type="checkbox"/> Kelley Deutmeyer <i>ECIA Executive Director</i>

Others Present: Gregg Obren, Ron Mussmann, R. Kerns

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 9:07 a.m.

The RPA Policy Board meeting was called to order by RPA Policy Board Chair, Don Thiltgen at 9:07 a.m. Introductions were made at this time.

Review/Approve the Agenda for the Thursday, January 28, 2021 Technical Advisory Board and Policy Board joint meeting

Motion by Lindner, second by Bardgett from the RPA Technical Advisory Board to approve the amended agenda for the Thursday, January 28, 2021 RPA meeting. The motion passed unanimously.

Motion by Heiar, second by Wickham from the RPA Policy Board to approve the amended agenda for the Thursday, January 28, 2021 RPA meeting. The motion passed unanimously.

Review/Approve the minutes and receive and file the secretarial notes from Thursday September 24, 2020 RPA Technical Advisory Board and Policy Board joint meeting

Motion by Vick, second by Bardgett from the RPA Technical Advisory Board to approve the minutes and receive and file the secretarial notes from Thursday September 24, 2020 RPA Technical Advisory Board meeting. The motion passed unanimously.

Motion by Maddason, second by Heiar from the RPA Policy Board to approve the minutes and receive and file the secretarial notes from Thursday September 24, 2020 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 Lindner 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 Heiar 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 Amendment to FFY 2021-2024 RPA 8 Transportation Improvement Program (TIP)

Motion by Michel, second by Heiar to open the public hearing. The motion passed unanimously. The public hearing was opened at 9:12 a.m.

Ravada referred to the TIP, stating amendments to the TIP are:

- Swap funds added for project in the Clinton County, CIR with HMA overlay on 245 St, from DeWitt City Limits to US 30; \$503,500 additional swap funds added
- Move project from FY22 to FY21, Clinton MTA light duty bus for capital replacement
- Project added to TIP; RTA 8 capital expansion; technological solution to coordinating transportation

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

Motion by Bardgett, second by Vick to recommend to the RPA 8 Policy Board approval of the amendment to FFY 2021-2024 RPA 8 Transportation Improvement Program (TIP). The motion passed unanimously.

Motion by Heiar, second by Willey to approve the amendment to FFY 2021-2024 RPA 8 Transportation Improvement Program (TIP). The motion passed unanimously.

Review/Approve Surface Transportation Block Grant Program (STBG) project applications for Federal Fiscal Year 2022-2025 from RPA 8 members

Ravada referred to the handout showing the projects of each member. Ravada stated the balances by the end of FY 2025 are as followed:

- Clinton County-\$479,736.00
- City of Clinton-\$1,203,948.00
- City of Dewitt-\$378,141.00
- Delaware County-\$352,417.00
- City of Manchester-\$359,487.00
- Dubuque County-\$431,223.00
- Jackson County-\$1,356,571.00
- City of Maquoketa-\$143,550.00
- Small Cities-\$171,649.00

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 for STBG projects for FFY 2022-2025.

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 2022-2025 from RPA 8 members. The motion passed unanimously.

Motion by Michel, second by Willey to approve receiving the Surface Transportation Block Grant Program (STBG) projects for Federal Fiscal Year 2022-2025 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.

Motion by Bardgett, second by Vick 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 Heiar, second by Willey 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 2025

Ravada stated, currently RPA 8 has a balance of \$171,649.00 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.

Discussion followed.

Motion by Bardgett, second by Lindner to recommend to the RPA 8 Policy Board to delay opening application process for Small City Surface Transportation Block Grant Program (STBG) for RPA 8 region for Federal Fiscal Year 2025. The motion passed unanimously.

Motion by Michel, second by Heiar to approve delaying the opening of the application process for Small City Surface Transportation Block Grant Program (STBG) for RPA 8 region for Federal Fiscal Year 2025. The motion passed unanimously.

Approve RPA 8 staff to work on Clinton MTA’s Public Involvement Plan and Limited English Proficiency Plan

Ravada stated that Clinton MTA needs to update their Public Involvement Plan and Limited English Proficiency Plan and has asked if RPA 8 staff would be able to update these plans for them. Ravada informed the board as an RPA, staff should assist Clinton MTA with these plans. Ravada stated the City of Clinton currently does not have either plan set in place, therefore RPA 8 staff will be writing Public Involvement Plan and Limited English Proficiency Plan for the City of Clinton and Clinton MTA will adopt City of Clinton’s plans.

Ravada offered RPA staff to update any other cities within the RPA regions plans, if requested.

Discussion followed.

Motion by Vick, second by Bardgett to recommend to the RPA 8 Policy Board for RPA 8 staff to work on Clinton MTA’s Public Involvement Plan and Limited English Proficiency Plan. The motion passed unanimously.

Motion by Willey, second by Heiar to approve RPA 8 staff to work on Clinton MTA’s Public Involvement Plan and Limited English Proficiency Plan. The motion passed unanimously.

Discuss planning tasks for FY 2022 Transportation Planning Work Program (TPWP)

Ravada asked for suggestions from the Board on any recommendations for the TPWP. Ravada stated RPA staff will be focused on the LRTP and Clinton’s MTA PIP and LEP plans.

Discussion followed.

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

Comments from the public

There was no public present or written comments received.

Other Business and Announcements

Thank you

Michel thanked Smith for his work and time spent with the RPA 8 Board and gave him well wishes for future endeavors.

Adjournment

Motion by Bardgett, second by Lindner to adjourn the Thursday, January 28, 2021 RPA Technical Advisory Board meeting. The motion passed unanimously. The meeting adjourned at 9:41 a.m.

Motion by Heiar, second by Willey to adjourn the Thursday, January 28, 2021 RPA Policy Board meeting. The motion passed unanimously. The meeting adjourned at 9:41 a.m.

Respectfully,

Chandra Ravada
Transportation Director