

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

**Date:** Thursday, April 25, 2019  
**Time:** 8:30 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 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 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 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"/> 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 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> <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 type="checkbox"/> Andrew Kida <i>Small Cities, Clinton County</i>
<input type="checkbox"/> Sam Shea* <i>IA DOT</i>	<input checked="" 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 8:30 a.m.

The RPA Policy Board meeting was called to order by RPA Policy Board Chair, Don Thiltgen at 8:30 a.m. Introductions were made at this time.

## **Review/Approve the Agenda for the Thursday, April 25, 2019 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, April 25, 2019 RPA meeting. The motion passed unanimously.

Motion by Michel, second by Madlom from the RPA Policy Board to approve the agenda for the Thursday, April 25, 2019 RPA meeting. The motion passed unanimously.

## **Review/Approve the minutes and receive and file the secretarial notes from Thursday January 24, 2019 RPA Technical Advisory Board and Policy Board meeting**

Motion by Lindner, second by McKinley from the RPA Technical Advisory Board to approve the minutes and receive and file the secretarial notes from the Thursday January 24, 2019 RPA Technical Advisory Board meeting. The motion passed unanimously.

Motion by Willey, second by Determann from the RPA Policy Board to approve the minutes and receive and file the secretarial notes from the Thursday January 24, 2019 RPA Policy Board meeting. The motion passed unanimously.

## **Review/Approve Draft Fiscal Year 2020 RPA 8 Transportation Planning Work Program (TPWP)**

Motion by Madlom, second by McDonough to open the public hearing. The motion passed unanimously. The public hearing was opened at 8:32 a.m.

Ravada stated to the Board that they have one month to review and make changes to the TPWP. Ravada informed the Board the work completed on the TPWP will be collecting data and maintaining the long range plan. Ravada requested approval to submit the TPWP to IADOT and Federal Highway.

Vick asked what numbers per capita are being utilized for local match.

Ravada stated going per capita route, has some members paying more and some members paying less. Therefore the Board decided to have all members pay the same amount for local match, which is \$3,254 per member.

Motion by Lindner, second by Bardgett to recommend to the RPA Policy Board approval of the Draft Fiscal Year 2020 RPA 8 Transportation Planning Work Program (TPWP). The motion passed unanimously.

Motion by Michel, second by Willey to approve the Draft Fiscal Year 2020 RPA 8 Transportation Planning Work Program (TPWP). The motion passed unanimously.

### **Review/Approve Amendment to Final FFY 2019-2022 RPA 8 Transportation Improvement Program (TIP)**

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

- Maquoketa Platt St from US 61 to Iowa 62; RPA funding was moved to FY19
- Clinton County on Y-68 from DeWitt city limits to County line, pave shoulders, add centerline and edge line rumbles; moved project to FY19
- Clinton MTA; increased operation cost

Motion by Heiar, second by McDonough to close the public hearing. The motion passed unanimously. The public hearing was closed at 8:36 a.m.

Motion by Bardgett, second by McKinley to recommend to the RPA Policy Board approval of Amendment to Final FFY 2019-2022 RPA 8 Transportation Improvement Program (TIP). The motion passed unanimously.

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

### **Approve subcommittee to rank Small City Surface Transportation Block Grant Program (STBG) applications for RPA 8 region for Federal Fiscal Year 2023**

Ravada stated RPA received three applications for small city funding from; Earlville, Luxenberg and New Vienna. Ravada stated the City of Earlville's project is in conjunction with Delaware County road project. The projects for Luxenberg and New Vienna are in conjunction with the IADOT project. Ravada informed the Board the total request for funding came in at \$480,000.00 and there is only \$456,265.00 in STBG funds. Therefore Ravada is suggesting a ranking process for these three projects.

Michel asked if there was a way we could scale back the amount of funding asked by these three cities to accommodate all three projects being funded and stop the ranking process.

Ravada stated due to the partnerships these projects have with the IADOT and the County they will all rank high, but there is not enough funding to fund all of these projects.

Discussion followed.

Motion by Bardgett, second by Lindner to recommend to the RPA Policy Board approval to prorate STBG funding for all three projects for a total of \$450,000.00. The motion passed unanimously.

Motion by Michel, second by McDonough to approve to prorate STBG funding for all three projects for a total of \$450,000.00. The motion passed unanimously.

**Review/Approve East Central Intergovernmental Association (ECIA) request to increase project administration cost from \$1,000 to \$1,500 for Small City Surface Transportation Block Grant Program (STBG)**

Ravada stated three years ago the Board approved to have cities with a population below 5,000, pay a project administration cost of \$1,000.00. With recent applications and their partnerships with the County and the IADOT, more time is being spent on project administration. Therefore ECIA is requesting to increase the project administration cost from \$1,000.00 to \$1,500.00.

Heiar asked if the increase will start when new STBG funding is received or if it is retroactive.

Ravada stated this increase is retroactive and the three cities who applied for STBG funding this year will pay the \$1,500.00 for project administration cost.

Motion by Lindner, second by Vick to recommend to the RPA Policy Board approval of the East Central Intergovernmental Association (ECIA) request to increase project administration cost from \$1,000 to \$1,500 for Small City Surface Transportation Block Grant Program (STBG). The motion passed unanimously.

Motion by Heiar, second by Madlom to approve the East Central Intergovernmental Association (ECIA) request to increase project administration cost from \$1,000 to \$1,500 for Small City Surface Transportation Block Grant Program (STBG). The motion passed unanimously.

**Update on Rural County Transportation Program (RCTP) for RPA 8 region**

Ravada stated the applications process has been closed. RPA received nine applications from Jackson County, nine applications from Clinton County, nine applications from Dubuque County and five applications from Delaware County. Ravada stated the need is greater this year, although there is not enough funding to assist everyone. Ravada reminded the Board of who the members of the ranking committee are; Dave Heiar, Beth Bonz, Steve Lindner, Gerald Smith, Kevin Firnstahl and Tim Vick.

## **Comments from the public**

There was no public present or written comments received.

## **Other Business and Announcements**

Schloz asked why on the TIP and STP projects are listed twice, once as a swap project and once as a regional project. Schloz stated by doing that it looks like the projects funding is doubled which is confusing.

Ravada stated this issue was addressed with Office of Programming and they are looking into this issue.

## **IADOT**

The online meeting for US 30 project is being held currently. Shea stated people are welcome to submit comments. The in person meeting will be in June in Cedar County.

## **Adjournment**

Motion by Lindner, second by McKinley to adjourn the Thursday, April 25, 2019 RPA Technical Advisory Board meeting. The motion passed unanimously. The meeting adjourned at 8:56 a.m.

Motion by Michel, second by Gaul to adjourn the Thursday, April 25, 2019 RPA Policy Board meeting. The motion passed unanimously. The meeting adjourned at 8:56 a.m.

Respectfully,

Chandra Ravada  
Transportation Director