

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

Date: Thursday, May 23, 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 checked="" 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 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 checked="" 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 type="checkbox"/> Shirley Helmrichs <i>Transit Representative (RTA)</i>	<input checked="" type="checkbox"/> Kelley Deutmeyer <i>ECIA Executive Director</i>

Others Present: Elise Bergan, City of Edgewood; Brian Wagner, City of Tipton

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 Secretary, Kelley Deutmeyer 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, May 23, 2019 Technical Advisory Board and Policy Board joint meeting

Motion by Bardgett, second by Smith from the RPA Technical Advisory Board to approve the agenda for the Thursday, May 23, 2019 RPA meeting. The motion passed unanimously.

Motion by Kramer, second by Heiar from the RPA Policy Board to approve the agenda for the Thursday, May 23, 2019 RPA meeting. The motion passed unanimously.

Review/Approve the minutes and receive and file the secretarial notes from Thursday April 25, 2019 RPA Technical Advisory Board and Policy Board meeting

Motion by Schloz, second by Bardgett from the RPA Technical Advisory Board to approve the minutes and receive and file the secretarial notes from the Thursday April 25, 2019 RPA Technical Advisory Board meeting. The motion passed unanimously.

Motion by Willey, second by Boss from the RPA Policy Board to approve the minutes and receive and file the secretarial notes from the Thursday April 25, 2019 RPA Policy Board meeting. The motion passed unanimously.

Review/Approve Final Fiscal Year 2020 RPA 8 Transportation Planning Work Program (TPWP)

Motion by Willey, second by Kramer to open the public hearing. The motion passed unanimously. The public hearing was opened at 9:02 a.m.

Ravada referred to the TPWP stating the work staff will be focusing on this year will be the bike and pedestrian plan and the short range plan.

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

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

Review/Approve Draft to FFY 2020-2023 RPA 8 Transportation Improvement Program (TIP)

Ravada referred to the TIP requesting the members to go through the list of projects to confirm all their projects are listed within the TIP. Ravada stated the list of projects also include the newly added projects, which are; resurfacing of Hwy 136 in Luxemburg and New Vienna, resurfacing of Margaret Street in Earlville. Ravada stated that projects for FY19 need to be going through bid letting in FY19, otherwise staff will need to move funds. Ravada stated members have 60 days to review and give feedback, final TIP will be approved in July.

Motion by Kramer, second by Boss to close the public hearing. The motion passed unanimously. The public hearing was closed at 9:08 a.m.

Motion by Schloz, second by Bardgett to recommend to the RPA Policy Board approval of Draft to FFY 2020-2023 RPA 8 Transportation Improvement Program (TIP). The motion passed unanimously.

Motion by Willey, second by Kramer to approve the Draft to FFY 2020-2023 RPA 8 Transportation Improvement Program (TIP). The motion passed unanimously.

Discussion on implementation of policies for attendance at RPA 8 meetings

Ravada asked Board members for more clarification on addressing attendance issues of members, when they arise. Ravada stated in January the Board concluded that when an attendance issues arises the Board will look at cutting funding for the members. Ravada asked for clarification of what cutting funding looks like, for example; cutting projects within the TIP, or cutting sub allocation funds. Ravada stated staff received comments from members asking if RPA could allow electronic meetings; skype or phone conference, for shorter length meetings. Ravada talked with the IADOT to get their stance on this suggestion by members. Ravada stated the IADOT is not in favor of electronic meetings due to determining the importance and length of a meetings. Ravada asked the Board for guidance on how they would like to proceed.

Heiar asked what the downsides of allowing people to participate electronically were.

Ravada stated the DOT's point is an electronic meeting does not allow for a live discussion.

Discussion followed.

Ravada stated what staff would suggest to the IADOT is that meetings where the TPWP and TIP are on the agenda, there would be an in-person meeting. When amendments to the TPWP or TIP are on the agenda, electronic meetings would be allowed, although in person meetings would still happen.

Discussion followed.

Michel asked if we need formal guidelines.

Deutmeyer suggested adding verbiage onto the RPA8 agendas stating members can attend the Board meetings electronically, but there will also be an in-person meeting for those to attend.

Discussion followed.

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 Schloz to adjourn the Thursday, May 23, 2019 RPA Technical Advisory Board meeting. The motion passed unanimously. The meeting adjourned at 9:24 a.m.

Motion by Kramer, second by Boss to adjourn the Thursday, May 23, 2019 RPA Policy Board meeting. The motion passed unanimously. The meeting adjourned at 9:24 a.m.

Respectfully,

Chandra Ravada
Transportation Director