

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

**Date:** Thursday, October 25, 2018  
**Time:** 9:00 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 Daryl Klein)</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 checked="" type="checkbox"/> Daryl Klein** <i>Dubuque County</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 type="checkbox"/> Mark Vulich <i>City of Clinton</i> <i>(proxy Jason Craft)</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 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 Chair, Todd Kinney at 8:58 a.m.

The RPA Policy Board meeting was called to order by RPA Policy Board Chair, Don Thiltgen at 8:58 a.m. Introductions were made at this time.

## **Review/Approve the Agenda for the Thursday, October 25, 2018 Technical Advisory Board and Policy Board joint meeting**

Motion by Klein, second by McKinley from the RPA Technical Advisory Board to approve the agenda for the Thursday, October 25, 2018 RPA meeting. The motion passed unanimously.

Motion by Kramer, second by Madlom from the RPA Policy Board to approve the agenda for the Thursday, October 25, 2018 RPA meeting. The motion passed unanimously.

## **Review/Approve the minutes and receive and file the secretarial notes from Thursday September 27, 2018 RPA Technical Advisory Board and Policy Board meeting**

Motion by Vick, second by McKinley from the RPA Technical Advisory Board to approve the minutes and receive and file the secretarial notes from the Thursday September 27, 2018 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 September 27, 2018 RPA Policy Board meeting. The motion passed unanimously.

## **Review/Approve Final Fiscal Year 2019 RPA 8 Limited English Proficiency Plan**

Motion by Madlom, second by Klein to open the public hearing. The motion passed unanimously. The public hearing was opened at 9:00 a.m.

Ravada referred to the handout stating this is the final RPA 8 Limited English Proficiency Plan. Staff did not receive any input from the public or other agencies. Ravada stated there were no changes made to the document from the draft to the final. Ravada requested the Boards approval of the final fiscal year 2019 RPA 8 Limited English Proficiency Plan.

Motion by Smith, second by McKinley to recommend to the RPA Policy Board approval of the Final Fiscal Year 2019 RPA 8 Limited English Proficiency Plan. The motion passed unanimously.

Motion by Klein, second by Willey to approve the Final Fiscal Year 2019 RPA 8 Limited English Proficiency Plan. The motion passed unanimously.

**Review/Approve Final Fiscal Year 2019 RPA 8 Title VI Non-Discrimination Program Plan**

Ravada referred to the Title VI Non-Discrimination Program Plan handout stating there was no input received from public nor were there changes made to the document from the draft to the final. Ravada stated upon approval the final fiscal year 2019 RPA 8 Title VI Non-Discrimination Program Plan will be submitted to the DOT's.

Motion by Vick, second by Klein to recommend to the RPA Policy Board approval of the Final Fiscal Year 2019 RPA 8 Title VI Non-Discrimination Program Plan. The motion passed unanimously.

Motion by Determann, second by Madlom to approve the Final Fiscal Year 2019 RPA 8 Title VI Non-Discrimination Program Plan. The motion passed unanimously.

Motion by Kramer, second by Boss to close the public hearing. The motion passed unanimously. The public hearing was closed at 9:02 a.m.

**Review/Approve STBG Swap project reporting process and funding borrowing process for RPA 8**

Ravada referred to the handouts given. Ravada stated in December an email will be sent out a list of projects and project information from all members. Members will have to identify if the project is an STBG project or an STBG swap project. Ravada stated at the end of January staff will take the projects submitted and report them to the Board. During this process the Board can request specific information from the members requesting projects to receive more details to make their decision on projects that will be programmed into the TIP. Ravada stated staff will be requesting updates on projects quarterly. Ravada referred to the form handout and stated a form will need to be filled out for each project requested.

Discussion followed.

Ravada requested Board approval on members borrowing funds from other members. For example Jackson County can borrow from Delaware County. Ravada stated all members will need to be fiscally constrained at the end of TIP year.

Heiar asked what the process would be for borrowing money.

Ravada stated the member would first talk with him to see who has funds available, then the member would talk with the county engineer about the project the member has that they need funds for, then the member would finally go talk with the county supervisors to get approval to borrow funds for project.

Discussion followed.

Michel asked if the borrowing of funds will come back to the RPA 8 Board to have final approval or will that just be internally between cities.

Ravada stated the borrowing will be between members.

Discussion followed.

Motion by Klein, second by Vick to recommend to the RPA Policy Board approval of the STBG Swap project reporting process and funding borrowing process for RPA 8. The motion passed unanimously.

Motion by Kramer, second by Gaul to approve the STBG Swap project reporting process and funding borrowing process for RPA 8. The motion passed unanimously.

### **Topics that RPA 8 Board likes to hear from IA DOT staff at December 13, 2018**

Ravada requested from the Board topics they would like to hear Stu Anderson from the IA DOT speak on during the December 13<sup>th</sup> meeting.

Suggestions from the Board were; update on autonomous vehicles, indexing of gas tax, atv/utv usage across state and county lines, US 30, electric assist bicycles for elderly and disabled on bike and walking trails, trail funding and maintenance on trails.

### **Comments from the public**

There was no public present or written comments received.

### **Other Business and Announcements**

## **Adjournment**

Motion by Smith, second by Vick to adjourn the Thursday, October 25, 2018 RPA Technical Advisory Board meeting. The motion passed unanimously. The meeting adjourned at 9:32 a.m.

Motion by Determann, second by Boss to adjourn the Thursday, October 25, 2108 RPA Policy Board meeting. The motion passed unanimously. The meeting adjourned at 9:32 a.m.

Respectfully,

Chandra Ravada  
Transportation Director