

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

**Date:** Thursday, February 22, 2018  
**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 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 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 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 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 type="checkbox"/> Vacant <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 checked="" 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>ECIA 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 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, February 22, 2018 Technical Advisory Board and Policy Board joint meeting**

Motion by Smith, second by Lindner from the RPA Technical Advisory Board to approve the agenda for the Thursday, February 22, 2018 RPA meeting. The motion passed unanimously.

Motion by Kramer, second by Gaul from the RPA Policy Board to approve the agenda for the Thursday, February 22, 2018 RPA meeting. The motion passed unanimously.

## **Review/Approve the minutes and receive and file the secretarial notes from Thursday November 30, 2017 RPA Technical Advisory Board and Policy Board meeting**

Motion by Bardgett, second by McKinley from the RPA Technical Advisory Board to approve the minutes and receive and file the secretarial notes from the Thursday November 30, 2017 RPA Technical Advisory Board meeting. The motion passed unanimously.

Motion by Madlom, second by Gaul from the RPA Policy Board to approve the minutes and receive and file the secretarial notes from the Thursday November 30, 2017 RPA Policy Board meeting. The motion passed unanimously.

## **Review/Approve Election of Officers**

Ravada stated that each year an 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 Gaul 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 Selection Committee for Small City Surface Transportation Block Grant Program (STBG) funds for Rural County Transportation Program (RCTP) for RPA 8 region**

Ravada stated staff met with clerks and the mayors from all four counties in regards to the Rural County Transportation Program projects. The feedback staff received from the clerks and mayors was that the clerks felt if they review their own applications for funding there is a conflict of interest. Therefore the clerks requested a sub-committee to be formed to review and rank all small city applications for the next four years. The sub-committee consist of Vick, Bonz, Finstahl, Heier, Smith and Lindner. Ravada stated these members of the sub-committee have no conflict of interest in regards to applying for the STBG funds.

Motion by Bardgett, second by Lindner to recommend to the RPA Policy Board approval of the Selection Committee for 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 Kramer, second by Madlom to approve the Selection Committee for Small City Surface Transportation Block Grant Program (STBG) funds for Rural County Transportation Program (RCTP) for RPA 8 region. The motion passed, Michel abstained.

**Review/Approve change order for Eight County Freight Study for RPA 8 region**

Ravada referred to the enclosure stating the Eight County Freight Study is being finalized. Ravada stated the initial approved budget was for \$249,926.00 to develop the Eight County Freight Plan. Ravada explained that recently there has been additional meetings which were not part of the initial contract, therefore the budget has increased. Ravada stated the consultant submitted a change order of \$28,860. Ravada explained that staff felt this amount was over the warranted amount for the additional meetings and negotiated on the additional cost. The change order was revised and the budget has now increased by \$10,000.

Ravada explained the consultant did not request or receive written approval to complete the work, although the work is done and staff feel that the consultant did a good job on the additional work. Ravada stated there are two options, we can refuse the additional cost and not pay the consultant or we can pay the \$10,000. Ravada explained the \$10,000 will be split between RPA and the MPO, \$5,000 each. Out of the five thousand dollars for the RPA, four thousand will come from the STBG funds and one thousand will come from ECIA for local match.

Motion by Bardgett, second by Smith to recommend to the RPA Policy Board approval of the change order for Eight County Freight Study for RPA 8 region. The motion passed unanimously.

Motion by Michel, second by Gaul to approve the change order for Eight County Freight Study for RPA 8 region. The motion passed unanimously.

**Review/Approve additional Surface Transportation Block Grant Program (STBG) funds for Eight County Freight Study for RPA 8 region**

Ravada explained, four thousand dollars of STBG funds will be paid to cover additional cost for the Eight County Freight Study.

Motion by Bardgett, second by Lindner to recommend to the RPA Policy Board approval of the additional Surface Transportation Block Grant Program (STBG) funds for Eight County Freight Study for RPA 8 region. The motion passed unanimously.

Motion by Michel, second by Kida to approve the additional Surface Transportation Block Grant Program (STBG) funds for Eight County Freight Study for RPA 8 region. The motion passed unanimously.

**Review/Approve Amendments to Fiscal Year 2018-2021 RPA 8 Transportation Improvement Program (TIP)**

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

Ravada referred to the TIP handout explaining the amendments to the TIP:

- Freight Study: In Clinton, Delaware, Dubuque and Jackson County, planning study
- On Hurstville Trail Phase 3, from Hurstville Interpretive Center to Hurstville Road, Ped/Bike grade and pave
- On Rivervue Trail, from intersection of 395<sup>th</sup> Ave and existing trail to Spruce Creek Campground, Ped/Bike grade and pave

Ravada explained the freight study project amendment is to program the \$4,000 in STBG funds into the TIP.

Ravada stated the two Jackson County trail projects are TAP projects for the Jackson County Conservation Board for \$100,000 each.

Motion by Michel, second by Madlom to close the public hearing. The motion passed unanimously. The public hearing was closed at 9:13 a.m.

Motion by Bardgett, second by McKinley to recommend to the RPA Policy Board approval of the amendments to Fiscal Year 2018-2021 RPA 8 Transportation Improvement Program (TIP). The motion passed unanimously.

Motion by Michel, second by Gaul to approve the amendments to Fiscal Year 2018-2021 RPA 8 Transportation Improvement Program (TIP). The motion passed unanimously.

### **Review/Approve Amendments to Fiscal Year 2018 RPA 8 Transportation Planning Work Program (TPWP)**

Motion by Smith, second by Kida to open the public hearing. The motion passed unanimously. The public hearing was opened at 9:15 a.m.

Ravada referred to the TPWP handout stating the amendment is to add the \$5,000 for the Freight Study into the TPWP.

Motion by Smith, second by Lindner to recommend to the RPA Policy Board approval of the amendments to Fiscal Year 2018 RPA 8 Transportation Planning Work Program (TPWP). The motion passed unanimously.

Motion by Michel, second by Gaul to approve the amendments to Fiscal Year 2018 RPA 8 Transportation Planning Work Program (TPWP). The motion passed unanimously.

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

Fox referred to the PTP handout stating the amendment is to add the construction of the bus garage in Delaware County. Fox explained in order for the RTA to apply for grant funding this project needs to be added into the PTP.

Shea asked if there was a budget for this project.

Ravada stated RTA is going through the feasibility process currently. Ravada stated the RTA did program \$400,000 in federal funding and \$100,000 in match on the TIP for this project.

Motion by Michel, second by Madlom to close the public hearing. The motion passed unanimously. The public hearing was closed at 9:17 a.m.

Motion by Smith, second by Bardgett to recommend to the RPA Policy Board approval of the amendments to Fiscal Year 2016-2020 RPA 8 Passenger Transportation Plan (PTP). The motion passed unanimously.

Motion by Michel, second by Gaul to approve the amendments to Fiscal Year 2016-2020 RPA 8 Passenger Transportation Plan (PTP). The motion passed unanimously.

### **Federal Aid Swap Final Policy**

Ravada referred to the handout explaining the document is the final policy for the Federal Aid swap funding.

Michel asked if this document is RPA's final policy.

Ravada confirmed this is the IA DOT final policy.

Bardgett asked what the process was to change the project numbers into a swap project numbers.

Shea confirmed the IA DOT will appoint swap project numbers.

Michel asked if swap projects will be identified within the TIP as swap projects.

Ravada confirmed yes swap projects will be identified as swap projects within the TIP.

Ravada stated this will be the first year dealing with the new swap fund policies, which will be a learning process for all involved.

### **Comments from the public**

There was no public present or written comments received.

### **Other Business and Announcements**

Ravada informed the Board that the IA DOT Director announced that the IA DOT will be performing a Planning Environmental Linkage (PEL) Study on US 30 from DeWitt to Lisbon.

On US 20 from Dubuque moving east to Freeport, IL a safety audit will be performed by the IL DOT.

### **Adjournment**

Motion by Bardgett, second by McKinley to adjourn the Thursday, February 22, 2018 RPA Technical Advisory Board meeting. The motion passed unanimously. The meeting adjourned at 9:29 a.m.

Motion by Kramer, second by Gaul to adjourn the Thursday, February 22, 2108 RPA Policy Board meeting. The motion passed unanimously. The meeting adjourned at 9:29 a.m.

Respectfully,

Chandra Ravada  
Transportation Director