



**Brad Golightly, Dallas County
Transportation Policy Committee Chair**

**Todd Hagan, Madison County
Transportation Technical Committee Chair**

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Des Moines, Iowa 50309
Phone: 515.334.0075
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NOTICE OF MEETING

**Central Iowa Regional Transportation Planning Alliance
Transportation Policy and Technical Committees**

**9:30 a.m., November 15, 2018
420 Watson Powell Jr. Way, Suite 200, Des Moines, IA 50309
Burnham Conference Room**

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**..... Page 2
 - Approve the September 20, 2018, meeting minutes.
4. **DISCUSSION: Opportunity for Regional Transportation Issues to be Discussed and Public Input** Page 3
 - Opportunity for communities or individuals to present regional transportation issues for discussion or provide comments on items on the agenda.
5. **REPORT and VOTE – TPC Only: CIRTPA 1st Quarter Fiscal Year 2019 Financial Statements** Page 4
 - Report on the 1st Quarter Fiscal Year 2019 financial statements; consider approval.
6. **REPORT and VOTE – TPC Only: Des Moines Area Metropolitan Planning Organization Invoice to CIRTPA for the 1st Quarter of Fiscal Year 2019** Page 5
 - Report on the MPO’s Invoice to CIRTPA for the 1st Quarter of Fiscal Year 2019; consider approval.
7. **REPORT and VOTE: Calendar Year 2019 Meeting Dates** Page 6
 - Report on the proposed meeting dates for Calendar Year (CY) 2019; consider approval.
8. **REPORT and OPTIONAL VOTE: Federal Fiscal Year 2019-2022 Transportation Improvement Program Revision Requests**.....Page 7
 - Report on the requests to amend projects in the FFY 2019-2022 TIP; consider approval.
9. **REPORT and OPTIONAL VOTE: HIRTA Transfer**.....Page 8
 - Report on CIRTPA’s request to transfer federal funding to HIRTA; consider approval.
10. **REPORT and OPTIONAL VOTE: Planning Area Boundary Update**.....Page 9
 - Report on the Planning Area Boundary Update made between the Des Moines MPO and CIRTPA Planning Areas; consider approval.
11. **REPORT: CIRTPA Small Communities Fund Application Process Update**.....Page 10
 - Update of the CIRTPA STBG application process for non-allocation communities and the Iowa DOT.
12. **REPORT: TAP Process Update**.....Page 11
 - Update of the TAP application process.
13. **REPORT: Long Range Transportation Plan Update**.....Page 12
 - Update of the LRTP Update process.
14. **Other Non-Action Items of Interest to the Committee**
15. **Next Meeting Date**
 - Approval of the next meeting date for 9:30 a.m., Thursday January 17, 2019, Burnham Meeting Room.
16. **Adjournment**

Boone County • Dallas County • Jasper County • Madison County • Marion County
Polk County • Story County • Warren County • Adel • Boone • Huxley • Indianola
Knoxville • Nevada • Newton • Pella • Perry • Story City • Winterset

The CIRTPA receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint form, call 515-334-0075.

November 2018
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Review and approve the minutes of the September 20, 2018, CIRTPA Joint Committee meeting.

BACKGROUND:

[Click here for a link to a copy of the minutes of the September 20, 2018, CIRTPA Joint Committee meeting.](#)

RECOMMENDATION:

Approve the minutes of the September 20, 2018, CIRTPA Joint Committee meeting minutes.

STAFF CONTACTS:

Tracey Deckard, tdeckard@dmampo.org;
(515) 334-0075.

November 2018
Item No. 4

ISSUE: Opportunity for Regional Transportation Issues to be Discussed and Public Input

DISCUSSION: Opportunity for communities or individuals to present regional transportation issues for discussion.

BACKGROUND:

The CIRTPA sets aside time each month for individuals and non-CIRTPA communities within the CIRTPA planning area to come in and discuss regional transportation issues or provide comments on items on the agenda.

RECOMMENDATION:

None. Public discussion only.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org;
(515) 334-0075.

November 2018
Item No. 5

ISSUE: CIRTPA 1st Quarter Fiscal Year 2019 Financial Statements – Financial Statements

REPORT AND VOTE: Report and approval of the CIRTPA 1st Quarter Fiscal Year 2019 Financial Statements

BACKGROUND:

The CIRTPA staff continually tracks the CIRTPA's savings and checking accounts and prepares quarterly statements detailing all transactions. The 1st Quarter Fiscal Year 2019 Financial Statements cover the period ending September 30, 2018.

[Click here a copy of the 1st Quarter Fiscal Year 2019 Financial Statements.](#)

RECOMMENDATION:

Approve the 1st Quarter Fiscal Year 2019 Financial Statements, for the period ending September 30, 2018.

STAFF CONTACTS:

Tracey Deckard, tdeckard@dmampo.org;
(515) 334-0075.

November 2018
Item No. 6

ISSUE: Des Moines Area Metropolitan Planning Organization Invoice to CIRTPA for the 1st Quarter of Fiscal Year 2019

REPORT AND VOTE (TPC ONLY): Brief report and approval of the Des Moines Area Metropolitan Planning Organization (MPO) Invoice to CIRTPA for the 1st Quarter of Fiscal Year 2019.

BACKGROUND:

The MPO bills the CIRTPA for work conducted on the CIRTPA's behalf on a quarterly basis. The MPO's 1st Quarter Fiscal Year 2019 Invoice covers work conducted for the period beginning July 1, 2018 through September 30, 2018. If approved, the CIRTPA staff will proceed with reimbursing the MPO.

[Click here for a copy of the MPO 1st Quarter Fiscal Year 2019 Invoice.](#)

RECOMMENDATION:

Approve payment to the Des Moines Area Metropolitan Planning Organization for the 1st Quarter of Fiscal year 2019 billing period, July 1, 2018 through September 30, 2018.

STAFF CONTACTS:

Zach Young, zyoung@dmampo.org;
(515) 334-0075.

November 2018
 Item No. 7

ISSUE: Calendar Year 2019 Meeting Dates

CONSENT and VOTE: Consider approval of meeting dates for Calendar Year (CY) 2019.

BACKGROUND:

The CIRTPA staff annually issues a proposed CIRTPA meeting schedule for the upcoming calendar year. The CIRTPA is required to issue its upcoming meeting dates to comply with the State of Iowa’s Open Meetings Law. CIRTPA staff asks for feedback on any known conflicts with the proposed schedule.

Included, below, is the proposed Calendar Year 2018 CIRTPA meeting schedule.

CIRTPA JOINT COMMITTEE	
THURSDAY	JANUARY 17, 2019
THURSDAY	MARCH 21, 2019
THURSDAY	MAY 16, 2019
THURSDAY	JULY 18, 2019
THURSDAY	SEPTEMBER 19, 2019
THURSDAY	NOVEMBER 21, 2019

CIRTPA TTC COMMITTEE*	
THURSDAY	FEBRUARY 21, 2019
THURSDAY	APRIL 18, 2019
THURSDAY	JUNE 20, 2019
THURSDAY	AUGUST 15, 2019
THURSDAY	OCTOBER 17, 2019
THURSDAY	DECEMBER 12, 2019

*TTC meeting dates are not standing and only held when necessary.

RECOMMENDATION:

Approve the Calendar Year 2019 meeting dates.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org;
 (515) 334-0075.

November 2018
Item No. 8

ISSUE: *Federal Fiscal Year 2019-2022 Transportation Improvement Program Amendment Requests*

REPORT AND OPTIONAL VOTE: Consider approval of the request to the *Federal Fiscal Years 2019-2022 Transportation Improvement Program*.

BACKGROUND:

HIRTA and the Story County CCB have requested the following revisions to the *Federal Fiscal Year 2019-2022 Transportation Improvement Program (FFY 2019-2022 TIP)*:

Sponsor: HIRTA

Project: Light Duty Bus (5 busses)

Federal Aid Amount: \$389,725

Federal Aid Type: 5339

Total Cost: \$458,500

TIP Projects Modifications: None necessary

Change: Add 5 Light Duty Busses (176" wb) to the TIP. 4 of the busses will have a per bus cost of \$90,500 with a federal aid amount of \$76,925 and one will have a cost of \$96,500 with a federal aid amount of \$82,025.

Sponsor: Story County CCB

Project: Praeri Rail Trail Extension Project to Dakins Lake

Federal Aid Amount: \$225,000

Federal Aid Type: TAP

Total Cost: \$390,000

TIP Projects Modifications: None necessary, IDOT providing fiscal capacity.

Change: Change project description to "Praeri Rail Trail Extension: US 65 to near Spruce Street".

[Click here for a link to the proposed amendment map.](#)

RECOMMENDATION:

Approve proposed amendments to the FFY 2019-2022 TIP.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org;
(515) 334-0075.

November 2018
Item No. 9

ISSUE: HIRTA Federal Funding Transfer

REPORT and OPTIONAL VOTE: Consider approval of CIRTPA's request to transfer federal funding.

BACKGROUND:

CIRTPA is annually required to submit a letter of request to the Iowa Department of Transportation's Office of Program Management requesting that Surface Transportation Block Grant (STBG) funds be transferred from the Federal Highway Administration to the Federal Transit Administration and into HIRTA's FTA grant.

Following CIRTPA's approval, staff will send a letter to the Office of Program Management and Office of Public Transit requesting that HIRTA expend \$108,800 in STBG funds in Federal Fiscal Year 2018.

RECOMMENDATION:

Approve the submittal of a CIRTPA request letter that \$116,806 of STBG funds be transferred to the FTA and that HIRTA expend said funding in Federal Fiscal Year 2019.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org;
(515) 334-0075.

November 2018
Item No. 10

ISSUE: Planning Area Boundary Update

REPORT and OPTIONAL VOTE: Consider approval of the Planning Area Boundary Update made between the Des Moines MPO and CIRTPA Planning Areas.

BACKGROUND:

The MPO reviews its Planning Area Boundary when updating the long-range transportation plan as well as when updating the Census Bureau's Urban Area Boundary. The MPO last approved a new Urban Area Boundary in August 2012. The MPO's current Planning Area Boundary was approved in January 2013.

At a minimum, the Planning Area Boundary must include the Urban Area Boundary. At a maximum, the Planning Area Boundary can be no larger than the Metropolitan Statistical Area. In practice, the MPO's Planning Area Boundary incorporates all land that is anticipated to be urbanized in the next twenty years as well the boundaries of all member cities. The boundary also follows US Census geography, where possible, for data collection purposes. Any changes to the Planning Area Boundary must be approved by the Central Iowa Regional Transportation Planning Alliance (CIRTPA).

The MPO voted in October to amend its Planning Area Boundary to incorporate the annexation of land by Waukee in the CIRTPA Planning Area.

[Click here for a copy of the map for the Planning Area Adjustment.](#)

RECOMMENDATION:

Approve changes made to the MPO Planning Area Boundary.

STAFF CONTACT:

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November 2018
Item No. 11

ISSUE: CIRTPA Small Communities Fund Application Process Update

REPORT: Report on the CIRTPA STBG application process for non-allocation communities/organizations.

BACKGROUND:

FFY 2019 was the first year federal STBG funding was made available to small communities. The updated application materials can be found below.

[Click here for a copy of the FFY 2020 Application Packet.](#)

[Click here for a link to the online application form.](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org;
(515) 334-0075.

November 2018
Item No. 12

ISSUE: TAP Process Review

REPORT: Report on the current availability of TAP funds and a review of the TAP application process.

BACKGROUND:

As with the Small Communities Fund, the TAP process was new for FFY 2019 with CIRTPA awarding \$1 million dollars of funding for that FFY. Another \$1 million will be made available for the upcoming application process for the FFYs 2020, 2021, 2022, and 2023. Click below for copies of the application materials.

[Click here for a copy of the FFY 2020 TAP Guidelines and Schedule](#)

[Click here for a copy of the FFY 2020 TAP Application Form 1](#)

[Click here for a copy of the TAP Scoring Criteria and Application Form 2](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org
(515) 334-0075.

November 2018
Item No. 13

ISSUE: Long Range Transportation Plan Update

REPORT: Report on the LRTP Update Process.

BACKGROUND:

CIRTPA's current LRTP was adopted in September 2014. An updated plan is due to the Iowa DOT by September 2019. At this meeting staff will present a proposed outline for the update process and timeline of events.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org
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