AMENDED
NOTICE OF MEETING
Central Iowa Regional Transportation Planning Alliance
Transportation Policy and Technical Committees

9:30 a.m., March 21, 2019
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
   - Approve the January 24, 2019, meeting minutes.
4. DISCUSSION: Opportunity for Regional Transportation Issues to be Discussed and Public Input
   - Opportunity for communities or individuals to present regional transportation issues for discussion or provide comments on items on the agenda.
5. CONSENT and VOTE: Approve Financial Statements
6. CONSENT and VOTE: Approve the Fiscal Year 2018 Audit Report
   - Report on the Fiscal Year 2018 Audit report; consider approval.
7. REPORT and VOTE: CIRTPA Federal Fiscal Years 2020 Unified Planning Work Program Draft
   - Report on the draft of the Fiscal Year 2020 Unified Planning Work Program; consider approval.
8. REPORT and OPTIONAL VOTE: Surface Transportation Block Grant Program Small Community Fund Application Update
   - Report on awarding Federal Fiscal Year 2020 STBG funding as part of the Small Community Fund to eligible projects; consider approval.
9. REPORT and OPTIONAL VOTE: Transportation Alternatives Program Application Update
   - Report on awarding Federal Fiscal Year 2020-2023 Transportation Alternatives Program funding to eligible projects; consider approval.
10. REPORT and OPTIONAL VOTE: Federal Fiscal Year 2019-2022 Transportation Improvement Program Revision Requests
    - Report on the requests to amend projects in the FFY 2019-2022 TIP; consider approval.
11. REPORT: Federal Fiscal Year 2020-2023 Transportation Improvement Program Development
    - Report on the process to develop the FFY 2020-2023 TIP.
12. REPORT: Long Range Transportation Plan Update
    - Update of the LRTP Update process.
13. Other Non-Action Items of Interest to the Committee
14. Next Meeting Date
    - Approval of the next meeting date for 9:30 a.m., Thursday May 16, 2019, Burnham Meeting Room.
15. 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.
ISSUE: Approval of Meeting Minutes

VOTE: Review and approve the minutes of the January 24, 2019, CIRTPA Joint Committee meeting.

BACKGROUND:

The January 24, 2019, meeting minutes are included in the following pages.

RECOMMENDATION:

Approve the minutes of the January 24, 2019, CIRTPA Joint Committee meeting minutes.

STAFF CONTACTS:

Tracey Deckard, tdeckard@dmampo.org;
(515) 334-0075.
1. **Call to Order**
CIRTPA TPC Chair Brad Golightly called the CIRTPA TPC and the CIRTPA TTC January 17, 2019 Joint Committee Meeting to order at 9:33 a.m., in the CIRTPA Office, 420 Watson Powell, Jr. Parkway, Des Moines, Iowa. A quorum was present.

2. **Approval of the Agenda**
   **MOTION:** A motion was made and seconded to approve the joint CIRTPA TPC January 17, 2019, meeting agenda.
   **MOTION CARRIED UNANIMOUSLY**

3. **Approval of Meeting Minutes**
   **MOTION:** A motion was made and seconded to approve the November 15, 2018 meeting minutes.  
   **MOTION CARRIED UNANIMOUSLY**
4. **Discussion: Opportunity for Regional Transportation Issues to be Discussed and Public Input**
   None.

5. **CIRTPA’s Officers for Calendar Year 2019**
   Staff presented. Recommend approval of the Nominating Committee’s list of 2019 officers.
   **MOTION:** A motion was made and seconded to approve the committee’s list of 2019 officers.
   **MOTION CARRIED UNANIMOUSLY**

6. **CIRTPA 2nd Quarter Fiscal Year 2019 Financial Statements**
   Staff presented. Recommend approval of the 2nd Quarter Fiscal Year 2019 Financial Statement.
   **MOTION:** A motion was made and seconded to approve the 2nd Quarter Fiscal Year 2019 Financial Statement.
   **MOTION CARRIED UNANIMOUSLY**

7. **DMAMPO Invoice to CIRTPA for the 2nd Quarter of Fiscal Year 2019**
   Staff presented. Recommend approval of the Des Moines Area MPO Invoice to CIRTPA for the 2nd Quarter of Fiscal Year 2019.
   **MOTION:** A motion was made and seconded to approve the 2nd Quarter invoice.
   **MOTION CARRIED UNANIMOUSLY**

8. **FFY 2019 Unified Planning Work Program and Budget- Amendment 1**
   Staff presented. Recommend approval of the Fiscal Year 2019 budget amendment.
   **MOTION:** A motion was made and seconded to approve the Fiscal Year 2019 budget amendment.
   **MOTION CARRIED UNANIMOUSLY**

9. **FFY 2019-2022 Transportation Improvement Program Amendment Requests**
   Staff presented. Recommend approval of the proposed amendments requested by Jasper County CCB and Story County CCB.
   **MOTION:** A motion was made and seconded to approve the amendment requests.
   **MOTION CARRIED UNANIMOUSLY**

10. **Title VI Documentation**
    Staff presented. Recommend approval of CIRTPA’s updated Title VI documents.
    **MOTION:** A motion was made and seconded to approve CIRTPA’s updated Title VI documents.
    **MOTION CARRIED UNANIMOUSLY**

11. **Fiscal Year 2020 Unified Planning Work Program and Budget Development**
    Staff presented. Report and discussion only.

12. **FFY 2020-2023 Transportation Improvement Program Development**
    Staff presented. Report and discussion only.

13. **Long Range Transportation Plan Update**
    Staff presented. Report and discussion only.

14. **Other Non-Action Items of Interest to the Committee**
    None.

15. **Next Meeting Date**
    Next Joint CIRTPA Meeting is scheduled for Thursday, March 21, 2019 at 9:30 a.m.

16. **Adjournment**
    Meeting adjourned at 10:08 a.m.
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.
ISSUE: CIRTPA January/February Financial Statements

REPORT AND VOTE: Report and approval of the CIRTPA January & February 2019 Financial Statements

BACKGROUND:

The CIRTPA staff continually tracks the CIRTPA’s savings and checking accounts and prepares monthly and/or quarterly statements detailing all transactions.

A copy of the January/February 2019 Financial Statements will be made available prior to the March meeting.

RECOMMENDATION:

Approve the January/February 2019 Financial Statements.

STAFF CONTACTS:

Tracey Deckard, tdeckard@dmampo.org; (515) 334-0075.
ISSUE: Approve the *Fiscal Year 2018 Audit Report*

CONSENT and VOTE: Consider approval of the completed *Fiscal Year 2018 Audit* report.

BACKGROUND:

In March 2019, Shull & Company, P.C. completed the *Fiscal Year (FY) 2018 Audit* of the CIRTPA’s Finances. The CIRTPA staff reviewed the report and found no instances of noncompliance with federal requirements.

[Click here for a link to the FY 2018 Audit report.](#)

Following acceptance by CIRTPA, CIRTPA staff will submit the *FY 2018 Audit* report to the Iowa Department of Transportation.

RECOMMENDATION:

Approve the *Fiscal Year 2018 Audit* report.

STAFF CONTACTS:

Todd Ashby, tashby@dmampo.org; Dylan Mullenix, dmullenix@dmampo.org; and Andrew Collings, acollings@dmampo.org; (515) 334-0075.
ISSUE: CIRTPA Fiscal Year 2020 Unified Planning Work Program

REPORT AND VOTE: Consider approval of the draft Fiscal Year 2020 Unified Planning Work Program.

BACKGROUND:

The CIRTPA staff has developed the draft Fiscal Year 2020 Unified Planning Work Program (FY 2020 UPWP), which documents all transportation planning activities the CIRTPA will perform using federal funds from July 1, 2019 through June 30, 2020. The Iowa Department of Transportation (DOT) requires that the UPWP describe the CIRTPA’s proposed planning activities – including task objectives, previous work, project descriptions, and work products – as well as the budget and funding sources to carry out the planning activities. The Iowa DOT requires the CIRTPA to submit a draft UPWP by April 1, 2019 and final UPWP by June 1, 2019.

Click here for a link to a copy of the draft Fiscal Year 2020 Unified Planning Work Program.

RECOMMENDATION:

Approve the draft FFY 2020 UPWP.

STAFF CONTACTS:

Zach Young, zyoung@dmampo.org; (515) 334-0075.
ISSUE: *Surface Transportation Block Grant Program Small Community Fund Application Update*

REPORT AND VOTE: Consider awarding Federal Fiscal Year 2020 *Surface Transportation Block Grant* funding to eligible projects.

BACKGROUND:

For Federal Fiscal Year 2020, approximately $240,000 was available in CIRTPA STBG funds to award. The CIRTPA staff received one eligible application this year. The project is:

Sponsor: City of Huxley  
Project: East 1st Street Rehabilitation  
STBG Request: $240,000  
Total Cost: $365,000

[Click here for a link to a copy of the application.](#)

RECOMMENDATION:

Award Huxley approximately $240,000 in STBG funding for FFY 2020.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org;  
(515) 334-0075.
ISSUE: *Transportation Alternatives Program* Application Update

**REPORT AND VOTE:** Consider awarding Federal Fiscal Year 2020-2023 *Transportation Alternatives Program* funding to eligible projects.

**BACKGROUND:**

For Federal Fiscal Year 2020 - 2023, approximately $1,000,000 was available in CIRTPA TAP funds to award. The CIRTPA staff received six eligible applications this year. The projects are:

**Sponsor: Boone County**  
Project: High Trestle to City of Boone Trail, Phase I  
TAP Request: $100,000  
Total Cost: $418,000

**Sponsor: Dallas County (Existing)**  
Project: Raccoon River Valley Trail Rehabilitation – Redfield to Adel  
TAP Request: $459,000  
Total Cost: $574,000

**Sponsor: Dallas County (New)**  
Project: Raccoon River Valley Trail Rehabilitation  
TAP Request: $744,880  
Total Cost: $1,242,254

**Sponsor: City of Knoxville (Existing and New)**  
Project: Competine Creek Trail  
TAP Request: $286,922  
Total Cost: $1,261,400

**Sponsor: Story County**  
Project: Heart of Iowa Nature Trail – South Skunk River Scenic Bridge Hard Surfacing and Trail Improvements  
TAP Request: $200,000  
Total Cost: $1,077,000

**Sponsor: City of Milo**  
Project: Multi-Use Path  
TAP Request: $230,000  
Total Cost: $370,000

[Click here for a link to copies of the applications.]
RECOMMENDATION:

A review team met, heard presentations by each of the applications. The review team recommends that the CIRTPA Policy Committee approve the following funding recommendation:

<table>
<thead>
<tr>
<th>Community</th>
<th>Funding Award Recommendation</th>
<th>Federal Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Knoxville</td>
<td>$100,000</td>
<td>2020</td>
</tr>
<tr>
<td>Story County</td>
<td>$200,000</td>
<td>2020</td>
</tr>
<tr>
<td>Boone County</td>
<td>$100,000</td>
<td>2021</td>
</tr>
<tr>
<td>Dallas County</td>
<td>$250,000</td>
<td>2021</td>
</tr>
<tr>
<td>Dallas County</td>
<td>$250,000</td>
<td>2022</td>
</tr>
<tr>
<td>City of Milo (Contingency Award)</td>
<td>$230,000</td>
<td>2023</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,130,000</strong></td>
<td></td>
</tr>
</tbody>
</table>

STAFF CONTACT:

Sreyoshi Chakraborty, schakraborty@dmampo.org; (515) 334-0075.
ISSUE: Federal Fiscal Year 2019-2022 Transportation Improvement Program Amendment Requests

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

BACKGROUND:

The Dallas CCB has requested the following revisions to the Federal Fiscal Year 2019-2022 Transportation Improvement Program (FFY 2019-2022 TIP):

**Sponsor:** Dallas County CCB  
**Project:** Raccoon River Valley Trail Bridges Rehabilitation Project Phase I  
**Federal Aid Amount:** $459,000  
**Federal Aid Type:** STBG-TAP  
**Total Cost:** $959,000  
**TIP Projects Modifications:** None necessary  
**Change:** Change project description to “Raccoon River Valley Trail Bridges Project Phase I – Redfield to Adel” and reduce the total cost to $574,000.

**Sponsor:** City of Roland  
**Project:** In the City of Roland, Bridge Replacement Project and approach work on E18/Maple St over Bear Creek  
**Federal Aid Amount:** $600,000  
**Federal Aid Type:** SWAP-HBP  
**Total Cost:** $750,000  
**TIP Projects Modifications:** None necessary  
**Change:** Add the project to the TIP in FFY 2019.

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.
ISSUE: **Federal Fiscal Year 2020-2023 Transportation Improvement Program** Development

REPORT: Report on the process to develop the **Federal Fiscal Years 2020-2023 Transportation Improvement Program**.

BACKGROUND:

The Iowa DOT requires that the CIRTPA annually develop a four-year Transportation Improvement Program (TIP) that details the use of federal funds for transportation projects in the Regional Planning Affiliation Planning Area.

The CIRTPA staff begins work on the **Federal Fiscal Years 2020-2023 Transportation Improvement Program** (FFY 2020-2023 TIP) by providing each CIRTPA member government and participating agency a listing of their current TIP projects and associated information from the Iowa Department of Transportation’s Transportation Program Management System for review and update.

The CIRTPA staff requests that member governments and agencies determine if projects currently programmed for FFY 2019 will receive FHWA authorization to proceed with development before September 30, 2019. If a project does not receive FHWA authorization before September 30, 2019, then the project will need to “roll-over” to a future year in the TIP.

The CIRTPA staff distributes status reports to member governments that currently have projects programed in the TIP. Over the coming months, staff will contact each of these member governments to discuss the details of their respected projects.

[Click here for a copy of the TIP Development Schedule.](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org; (515) 334-0075.
ISSUE: Long Range Transportation Plan Update


BACKGROUND:

CIRTPA’s current LRTP was adopted in September 2014. An updated plan is due to the Iowa DOT by September 2019 and the first LRTP Update Meeting #1 was held on March 4. Staff will present an overview of what was discussed at meeting #1.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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