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

9:30 a.m., May 16, 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 ................................................................. Page 3
   • Approve the January 24, 2019 and review the March 21, 2019 meeting minutes.
4. DISCUSSION: Opportunity for Regional Transportation Issues to be Discussed and Public Input .......... Page 4
   • 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 ........................................ Page 5
   • Report on the financial statements; consider approval.
6. CONSENT and VOTE: Approve the Fiscal Year 2018 Audit Report ................................ Page 6
   • Report on the Fiscal Year 2018 Audit report; consider approval.
7. REPORT and VOTE (TPC ONLY): Des Moines Area Metropolitan Planning Organization Invoice to CIRTPA for the 3rd Quarter of Fiscal Year 2019 .................................................................................. Page 7
   • Report on the MPO's invoice to CIRTPA for the 3rd Quarter of Fiscal Year 2019; consider approval.
8. REPORT and VOTE (TPC ONLY): Surface Transportation Block Grant Program Small Community Fund Application Update .................................................................................................................. Page 8
   • Report on awarding Federal Fiscal Year 2020 STBG funding as part of the Small Community Fund to eligible projects; consider approval.
9. REPORT and VOTE (TPC ONLY): Transportation Alternatives Program Application Update .......... Page 9
   • Report on awarding Federal Fiscal Year 2020-2023 Transportation Alternatives Program funding to eligible projects; consider approval.
10. REPORT and VOTE: CIRTPA Fiscal Year 2020 Unified Planning Work Program .................................. Page 11
    • Report on the Fiscal Year 2020 Unified Planning Work Program; consider approval.
11. REPORT and OPTIONAL VOTE: Federal Fiscal Year 2019-2022 Transportation Improvement Program Revision Requests .................................................................................................................. Page 13
    • Report on the requests to amend projects in the FFY 2019-2022 TIP; consider approval.
12. REPORT: FFY 2020-2023 Transportation Improvement Program Project List and Funding Requests .... Page 14
    • Report on the draft FFY 2020-2023 TIP Project List and Funding Requests.
13. REPORT: Community STBG Account Update .................................................................................... Page 15
    • Report on communities' current STBG account balances.
14. REPORT: Long Range Transportation Plan Update ............................................................................... Page 16
    • Update of the LRTP Update process.

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.
15. Other Non-Action Items of Interest to the Committee

16. Next Meeting Date
   • Approval of the next meeting date for 9:30 a.m., Thursday July 18, 2019, Burnham Meeting Room.

17. Adjournment
ISSUE: Approval of Meeting Minutes

VOTE: Approve the minutes of the January 24 and review the March 21, 2019 CIRTPA Joint Committee meeting.

BACKGROUND:

Click here for copies of the January 24 and March 21, 2019 meeting minutes.

RECOMMENDATION:

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

STAFF CONTACTS:

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

REPORT AND VOTE: Report and approval of the CIRTPA 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.

Click here for a link to the Financial Statements.

RECOMMENDATION:

Approve the 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.]

CIRTPA staff submitted the *FY 2018 Audit* report to the Iowa Department of Transportation before the April 1st deadline.

RECOMMENDATION:

Approve the *Fiscal Year 2018 Audit report.*

STAFF CONTACTS:

Todd Ashby, tashby@dmampo.org;
Dylan Mullenix, dmullelinx@dmampo.org; and
Andrew Collings, acollings@dmampo.org;
(515) 334-0075.
ISSUE: Des Moines Area Metropolitan Planning Organization Invoice to CIRTPA for the 3rd 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 3rd 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 3rd Quarter Fiscal Year 2019 Invoice covers work conducted for the period beginning January 1, 2019 through March 31, 2019. If approved, the CIRTPA staff will proceed with reimbursing the MPO.

Click here for a copy of the MPO 3rd Quarter Fiscal Year 2019 Invoice.

RECOMMENDATION:

Approve payment to the Des Moines Area Metropolitan Planning Organization for the 3rd Quarter of Fiscal year 2019 billing period, January 1, 2019 through March 31, 2019.

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 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>Dallas County</td>
<td>$459,000 (Existing)</td>
<td>2019</td>
</tr>
<tr>
<td>City of Knoxville</td>
<td>$100,000 (New)</td>
<td>2020</td>
</tr>
<tr>
<td></td>
<td>$143,641 (Existing)</td>
<td></td>
</tr>
<tr>
<td>Story County</td>
<td>$200,000 (New)</td>
<td>2020</td>
</tr>
<tr>
<td>Boone County</td>
<td>$100,000 (New)</td>
<td>2021</td>
</tr>
<tr>
<td>Dallas County</td>
<td>$250,000 (New)</td>
<td>2021</td>
</tr>
<tr>
<td>Dallas County</td>
<td>$250,000 (New)</td>
<td>2022</td>
</tr>
<tr>
<td>City of Milo (Contingency Award)</td>
<td>$230,000 (New)</td>
<td>2023</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,130,000 (New)</td>
<td></td>
</tr>
</tbody>
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**STAFF CONTACT:**

Sreyoshi Chakraborty, schakraborty@dmampo.org; (515) 334-0075.
ISSUE: CIRTPA Fiscal Year 2020 Unified Planning Work Program

REPORT AND VOTE: Consider approval of the 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.

CIRTPA reviewed the draft UPWP at their March 21, 2018 meeting, and staff forwarded the draft UPWP to the Iowa DOT and the FHWA. The DOT provided staff with comments. Staff addressed the comments and updated the UPWP document accordingly.

A copy of the draft Fiscal Year 2020 Unified Planning Work Program will be made available prior to the meeting.

RECOMMENDATION:

Approve the Fiscal Year 2020 Unified Planning Work Program and forward on the Iowa DOT for final approval.

STAFF CONTACTS:

Zach Young, zyoung@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, Madison County, and the City of Roland 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:** Madison County  
**Project:** On Settlers Ave., Over STREAM, at SE S36 TT77N RR27W  
**Federal Aid Amount:** $275,000  
**Federal Aid Type:** STBG-HBP  
**Total Cost:** $550,000  
**TIP Projects Modifications:** None necessary  
**Change:** Add project to the TIP in FFY 2019.

**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: Draft FFY 2020-2023 Transportation Improvement Program Project List and Funding Requests

REPORT: Report on the draft FFY 2020-2023 TIP Project List and Funding Requests.

BACKGROUND:

The CIRTPA staff is annually required to develop a four-year Transportation Improvement Program (TIP) by updating the current TIP for the CIRTPA. The purpose of the TIP is to list all projects in the CIRTPA Planning Area for which are using Federal funding and scheduled to begin within a designated period of the four federal fiscal years.

The CIRTPA staff requested that CIRTPA member governments and participating agencies review and report any project changes, new projects, or “roll-over” projects programmed in Federal Fiscal Year (FFY) 2019, 2020, 2021, 2022, and/or 2023. Staff generated a project list for the FFY 2020-2023 TIP using responses from each member government. All new requested uses of STBG funding requires an application to the CIRTPA Policy Committee for review and approval.

Staff will submit the FFY 2020-2023 TIP draft to the Iowa Department of Transportation (DOT) and Federal Highway Administration for review and comment on June 15, 2019. Staff will incorporate comments received into the final draft. The final FFY 2020-2023 TIP is due to the Iowa DOT by July 15, 2019.

The FFY 2020-2023 TIP Project List and Funding Requests will be made available prior to the meeting.

Staff requests that CIRTPA member governments review the project list and provide comments/updates by June 15, 2019.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org; (515) 334-0075.
ISSUE: Community STBG Account Update


BACKGROUND:

MPO staff will provide a report detailing projects programmed with RPA STBG funding and the account balances for communities receiving an STBG allocation.

The Community STBG Account Report will be made available prior to the meeting.

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. Staff will present an overview of the update process to date.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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