



John Haldeman, City of Huxley  
Transportation Policy Committee Chair

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## NOTICE OF MEETING

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

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9:30 a.m., November 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**..... Page 2
  - Approve the July 18, 2019 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. **DISCUSSION: CIRTPA Transportation Projects Update** ..... Page 4
  - Report from member communities on transportation projects in the CIRTPA region.
6. **CONSENT and VOTE: CIRTPA 1<sup>st</sup> Quarter Fiscal Year 2020 Financial Statements** ..... Page 5
  - Report on the 1<sup>st</sup> Quarter Fiscal Year 2020 financial statements; consider approval.
7. **REPORT and VOTE – TPC Only: Des Moines Area Metropolitan Planning Organization Invoice to CIRTPA for the 1<sup>st</sup> Quarter of Fiscal Year 2020** ..... Page 6
  - Report on the MPO’s Invoice to CIRTPA for the 1<sup>st</sup> Quarter of Fiscal Year 2020; consider approval.
8. **REPORT and VOTE: Calendar Year 2020 Meeting Dates** ..... Page 7
  - Report on the proposed meeting dates for Calendar Year (CY) 2020; consider approval.
9. **REPORT: Community dTIMS Reports**..... Page 8
  - Report and discussion on the dTIMS reports that were sent to communities.
10. **REPORT: Pavement Condition Data Collection** ..... Page 9
  - Report and discussion regarding changes to Pavement Condition Collection Process.
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 30, 2020, 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 2019  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Approve the minutes of the September 19, 2019 CIRTPA Joint Committee meeting.

**BACKGROUND:**

[Click here for a copy of the September 19, 2019 meeting minutes.](#)

**RECOMMENDATION:**

Approve the minutes of the September 19, 2019, CIRTPA Joint Committee meeting minutes.

**STAFF CONTACTS:**

Tracey Deckard, [tdeckard@dmampo.org](mailto:tdeckard@dmampo.org);  
(515) 334-0075.

November 2019  
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](mailto:acollings@dmampo.org);  
(515) 334-0075.

November 2019  
Item No. 5

**ISSUE: CIRTPA Transportation Projects Update**

DISCUSSION: Report from member communities on transportation projects in the CIRTPA region.

**BACKGROUND:**

As part of CIRTPA's most recent review from the DOT a recommended action was to discuss the status of transportation projects in the CIRTPA planning area. Communities are asked to provide project updates as appropriate.

**RECOMMENDATION:**

None. Public discussion only.

**STAFF CONTACT:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.

November 2019  
Item No. 6

**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.

A copy of the Financial Statements will be made available before the upcoming meeting.

**RECOMMENDATION:**

Approve the Financial Statements.

**STAFF CONTACTS:**

Tracey Deckard, [tdeckard@dmampo.org](mailto:tdeckard@dmampo.org);  
(515) 334-0075.

November 2019  
Item No. 7

**ISSUE: Des Moines Area Metropolitan Planning Organization Invoice to CIRTPA for the 1<sup>st</sup> Quarter of Fiscal Year 2020**

REPORT AND VOTE (TPC ONLY): Brief report and approval of the Des Moines Area Metropolitan Planning Organization (MPO) Invoice to CIRTPA for the 1<sup>st</sup> Quarter of Fiscal Year 2020

**BACKGROUND:**

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

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

**RECOMMENDATION:**

Approve payment to the Des Moines Area Metropolitan Planning Organization for the 1<sup>st</sup> Quarter of Fiscal Year 2020 billing period, July 1, 2019 through September 30, 2019.

**STAFF CONTACTS:**

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(515) 334-0075.

November 2019  
 Item No. 8

**ISSUE: Calendar Year 2020 Meeting Dates**

CONSENT and VOTE: Consider approval of meeting dates for Calendar Year (CY) 2020.

**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 2020 CIRTPA meeting schedule.

CIRTPA JOINT COMMITTEE	
THURSDAY	JANUARY 30, 2020
THURSDAY	MARCH 19, 2020
THURSDAY	MAY 21, 2020
THURSDAY	JULY 16, 2020
THURSDAY	SEPTEMBER 17, 2020
THURSDAY	NOVEMBER 19, 2020

CIRTPA TTC COMMITTEE*	
THURSDAY	FEBRUARY 20, 2020
THURSDAY	APRIL 16, 2020
THURSDAY	JUNE 16, 2020
THURSDAY	AUGUST 20, 2020
THURSDAY	OCTOBER 15, 2020
THURSDAY	DECEMBER 10, 2020

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

**RECOMMENDATION:**

Approve the Calendar Year 2020 meeting dates.

**STAFF CONTACT:**

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 (515) 334-0075.

November 2019  
Item No. 9

**ISSUE: Community dTIMS Reports**

REPORT: Report and discussion on the dTIMS reports that were sent to communities.

**BACKGROUND:**

CIRTPA staff has created dTIMS reports for the following communities:

- Boone County
- Dallas County
- Jasper County
- Madison County
- Marion County
- Polk County
- City of Adel
- City of Boone
- City of Huxley
- City of Knoxville
- City of Newton
- City of Pella
- City of Perry
- City of Story City
- City of Winterset

These reports are intended to be a first iteration example that communities can use to base their roads budgeting, forecasting, and treatment methods on. Since each report has a variety of assumptions for budgeting, treatment types, and other factors, it is highly encouraged that communities work with CIRTPA staff to update basic assumptions with information that communities use.

Future iterations of the report will eventually be fine-tuned so that it can be more readily used.

Staff will provide an in-depth review of the reports at the upcoming meeting.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

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(515) 334-0075.



November 2019  
Item No. 10

**ISSUE: Pavement Condition Data Collection**

REPORT: Report and discussion regarding changes to Pavement Condition Collection Process.

**BACKGROUND:**

Since 2013 the Iowa DOT has collected pavement condition data for all paved roads every two years. They have paid for the collection effort solely with Iowa DOT funding. Due to budgetary constraints the Iowa DOT has been exploring ways to reduce the pavement collection cost by about \$750,000 each year.

Two stakeholder meetings were held which were attended by CIRTPA staff. Several options were presented that would make the necessary budget cuts, but one option was selected. The current plan is for the DOT to pay for a data collection cycle that allows all pavement data in the state to be collected on a 4-year cycle, with the option for locals to opt in and purchase data in the 2<sup>nd</sup> year.

The CIRTPA is finalizing a collection cycle this calendar year, with the next scheduled collection year being calendar year 2023. Any opt in by the CIRTPA would occur in calendar year 2021 and require programming in the FFY 2021-2024 TIP. The estimated amount is \$223k.

[A presentation made by DOT staff at the MPO/RPA quarterly meeting is available on the MPO website \(click to access\).](#)

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

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(515) 334-0075.

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. Two awards have previously been made in FFY's 2019 and 2020. The updated application materials can be found below.

[Click here for a copy of the FFY 2021 Application Packet.](#)

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

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

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November 2019  
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:**

Approximately \$250k will be made available for FFY 2024. Click below for copies of the application materials.

[Click here for a copy of the FFY 2024 TAP Guidelines and Schedule](#)

[Click here for a copy of the FFY 2024 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:**

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(515) 334-0075.

November 2019  
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. Due to time constraints staff was unable to complete the LRTP update process before the September 2019 deadline. Therefore, staff was granted an extension to January 2020. Staff will provide an update on the status of the LRTP update.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org)  
(515) 334-0075