



Bret VandeLune, Polk County
Transportation Policy Committee Chair

David Carroll, Warren County
Transportation Technical Committee Chair

420 Watson Powell Jr. Parkway, Suite 200
Des Moines, Iowa 50309
Phone: 515.334.0075
www.cirtpa.org

NOTICE OF MEETING

Central Iowa Regional Transportation Planning Alliance Transportation Policy and Technical Committees

9:30 a.m., January 21, 2021
Virtual Meeting

1. **Call to Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**..... Page 3
 - Approve the November 19, 2020 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. **DISCUSSION and VOTE: CIRTPA Officers for Calendar Year 2021** Page 6
 - Vote on the election of new officers for the calendar year.
7. **REPORT and VOTE: Des Moines Area Metropolitan Planning Organization Invoice to CIRTPA for the 2nd Quarter of Fiscal Year 2021**..... Page 7
 - Report on the MPO’s Invoice to CIRTPA for the 2nd Quarter of Fiscal Year 2021; consider approval.
8. **REPORT and OPTIONAL VOTE: Federal Fiscal Year 2021-2024 Transportation Improvement Program Revision Requests** Page 8
 - Report on the requests to amend projects in the FFY 2021-2024 TIP; consider approval.
9. **REPORT: Fiscal Year 2022 Unified Planning Work Program and Budget Development** Page 9
 - Report on the process to develop the next FY 2022 UPWP.
10. **REPORT: Federal Fiscal Year 2022-2025 Transportation Improvement Program Development**..... Page 10
 - Report on the process to develop the FFY 2022-2025 TIP.
11. **REPORT: CIRTPA TAP and Small Communities Fund Application Process Update**..... Page 11
 - Update of the CIRTPA TAP and Small Communities fund application 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.

- 12. **REPORT: CIRTPA Pavement Condition Report** Page 12
 - Report on the CIRTPA 2019 Pavement Condition Report.
- 13. **REPORT: Community STBG Account Update**..... Page 13
 - Report on communities' current STBG account balances.
- 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 March 18, 2021, Virtually.
- 16. **Adjournment**

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/137556989>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

Access Code: 137-556-989

January 2021
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Approve the minutes of the November 19, 2020 CIRTPA Joint Committee meeting.

BACKGROUND:

[Click here for a copy of the November 19, 2020 meeting minutes.](#)

RECOMMENDATION:

Approve the minutes of the November 19, 2020, CIRTPA Joint Committee meeting minutes.

STAFF CONTACTS:

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

January 2021
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.

January 2021
Item No. 5

ISSUE: CIRTPA Financial Statements

CONSENT AND VOTE: Report and approval of the 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 copy of the most recent financial statements.](#)

RECOMMENDATION:

Approve the Financial Statements.

STAFF CONTACTS:

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

January 2021
 Item No. 6

ISSUE: CIRTPA Officers for Calendar Year 2021

VOTE: Elect officers for the calendar year.

BACKGROUND:

The CIRTPA will vote to elect calendar year 2021 officers. Officers required for Policy are a Chair, Vice-Chair, and a Secretary/Treasurer. Officers required for Tech are a Chair and Vice-Chair. The schedule required for this process is:

- January 2021 – Vote on calendar year 2021 officers at the CIRTPA meeting
- February 2021 – Elected officers will take over their new roles

Current officers are:

Transportation Policy Committee		Transportation Technical Committee	
<i>Chair</i>	Bret VandeLune	<i>Chair</i>	David Carroll
<i>Vice-Chair</i>	Anthony Brown	<i>Vice-Chair</i>	Tyler Christian
<i>Secretary/Treasurer</i>	Josh Wuebker		

New officers for the Technical Committee will be needed.

RECOMMENDATION:

Staff recommends approval of officers for CY 2021.

STAFF CONTACT:

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

January 2021
Item No. 7

ISSUE: Des Moines Area Metropolitan Planning Organization Invoice to CIRTPA for the 2nd Quarter of Fiscal Year 2021

REPORT AND VOTE: Brief report and approval of the Des Moines Area Metropolitan Planning Organization (MPO) Invoice to CIRTPA for the 2nd Quarter of Fiscal Year 2021

BACKGROUND:

The MPO bills the CIRTPA for work conducted on the CIRTPA's behalf on a quarterly basis. The MPO's 2nd Quarter Fiscal Year 2021 Invoice covers work conducted for the period beginning October 1, 2020 through December 31, 2020. If approved, the CIRTPA staff will proceed with reimbursing the MPO.

[Click here for a copy of the MPO 1st Quarter Fiscal Year 2021 Invoice.](#)

RECOMMENDATION:

Approve payment to the Des Moines Area Metropolitan Planning Organization for the 2nd Quarter of Fiscal Year 2021 billing period, October 1, 2020 through December 31, 2020.

STAFF CONTACTS:

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

January 2021
Item No. 8

ISSUE: *Federal Fiscal Year 2021-2024 Transportation Improvement Program Amendment Requests*

REPORT AND OPTIONAL VOTE: Consider approval of the requests to the *Federal Fiscal Years 2021-2024 Transportation Improvement Program*.

BACKGROUND:

The Iowa DOT on behalf of Madison County has requested the following revisions to the *Federal Fiscal Year 2021-2024 Transportation Improvement Program* (FFY 2021-2024 TIP):

Sponsor: Madison County

Project: On Clark Tower Rd, over North Fork Clanton Creek, S12 T74 R28

Federal Aid Amount: \$955,850 (\$294,150 SWAP)

Federal Aid Type: CHBP, SWAP-HBP

Total Cost: \$1,250,000

TIP Projects Modifications: None necessary

Change: Increase the SWAP-HBP funding to \$794,150 and the total project cost to \$1,750,000.

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

RECOMMENDATION:

Approve proposed amendments to the FFY 2021-2024 TIP.

STAFF CONTACT:

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

January 2021
Item No. 9

ISSUE: *Fiscal Year 2022 Unified Planning Work Program and Budget Development*

REPORT: Discussion of the process to develop the next work program and budget.

BACKGROUND:

CIRTPA staff is beginning to develop the Fiscal Year 2022 Unified Planning Work Program (FY 2022 UPWP) and budget, which will document all planning activities the CIRTPA will perform from July 1, 2021, through June 30, 2022. The Iowa Department of Transportation (DOT) requires the UPWP to 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, 2021, and a final UPWP by June 1, 2021.

The CIRTPA staff asks for input from member governments and participating agencies on planning tasks for FY 2022 throughout the development of the UPWP. CIRTPA staff would welcome any proposals for special studies, plans, or other activities, as well as requests for local planning assistance.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

January 2021
Item No. 10

ISSUE: *Federal Fiscal Year 2022-2025 Transportation Improvement Program Development*

REPORT: Report on the process to develop the *Federal Fiscal Years 2022-2025 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 2022-2025 Transportation Improvement Program* (FFY 2022-2025 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 2021 will receive FHWA authorization to proceed with development before September 30, 2021. If a project does not receive FHWA authorization before September 30, 2021, 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 programmed 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.

January 2021
Item No. 11

ISSUE: CIRTPA TAP and Small Communities Fund Application Process Update

REPORT: Report on the CIRTPA TAP and Small Communities Fund application process.

BACKGROUND:

FFY 2025 TAP applications are due February 5, 2021.

[Click here for a copy of the FFY 2025 TAP Guidelines and Schedule](#)

[Click here for a copy of the FFY 2025 TAP Application Form 1](#)

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

FFY 2021 Small Communities STBG applications are due February 5, 2021.

[Click here for a copy of the FFY 2022 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.

January 2021
Item No. 12

ISSUE: Pavement Condition Report

REPORT: Report on the draft Pavement Condition Report.

BACKGROUND:

MPO staff has developed a report on pavement conditions for the CIRTPA Planning Area. The report is a follow-up to performance goal setting for CIRTPA's Long Range Transportation Plan. MPO staff examined 2019 pavement condition information and will report on pavement condition information for locally owned roads. More information will be available in the report.

[Click here for a copy of the draft Pavement Condition Report.](#)

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

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

January 2021
Item No. 13

ISSUE: Community STBG Account Update

REPORT: Report on communities' current STBG account balances.

BACKGROUND:

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

[Click here for a copy of CIRTPA's Community STBG Account Report.](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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