



Bret VandeLune, Polk County  
Transportation Policy Committee Chair

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Transportation Technical 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 18, 2021

Hybrid Meeting

420 Watson Powell Jr Way, Suite 200, Des Moines, IA 50309

1. **Call to Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**..... Page 3
  - Approve the September 16, 2021 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. **REPORT and VOTE: Des Moines Area Metropolitan Planning Organization Invoice to CIRTPA for the 1<sup>st</sup> Quarter of Fiscal Year 2022**..... Page 6
  - Report on the MPO’s Invoice to CIRTPA for the 1<sup>st</sup> Quarter of Fiscal Year 2022; consider approval.
7. **REPORT and VOTE: HIRTA Invoice for Iowa Developmental Disability Transportation Grant Local Match** ..... Page 7
  - Report on HIRTA’s invoice for local match; consider approval.
8. **REPORT and VOTE: Calendar Year 2022 Meeting Dates** ..... Page 8
  - Report on the proposed meeting dates for Calendar Year (CY) 2022; consider approval.
9. **REPORT and OPTIONAL VOTE: Federal Fiscal Year 2022-2025 Transportation Improvement Program Revision Requests** ..... Page 9
  - Report on the requests to amend projects in the FFY 2022-2025 TIP; consider approval.
10. **REPORT: Public Participation Plan and Title VI Update** ..... Page 10
  - Report on the update process to the Public Participation Plan and Title VI documentation.
11. **REPORT: CIRTPA Small Communities Fund Application Process Update** ..... Page 11
  - Report on the CIRTPA STBG application process for non-allocation communities and the Iowa DOT.
12. **REPORT: TAP Application Process Update** ..... Page 12
  - Report on the TAP application process.

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Knoxville • Nevada • Newton • Pella • Perry • Story City • Winterset

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- 13. **REPORT: Suballocation Review Committee** ..... Page 13
  - Report on the upcoming Suballocation Review Committee meetings.
- 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 20, 2022, hybrid meeting.
- 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

November 2021  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Approve the minutes of the September 16, 2021 CIRTPA Joint Committee meeting.

**BACKGROUND:**

[Click here for a copy of the September 16, 2021 meeting minutes.](#)

**RECOMMENDATION:**

Approve the minutes of the September 16, 2021, CIRTPA Joint Committee meeting.

**STAFF CONTACTS:**

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

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

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

November 2021  
Item No. 6

**ISSUE: Des Moines Area Metropolitan Planning Organization Invoice to CIRTPA for the 1<sup>st</sup> Quarter of Fiscal Year 2022**

REPORT AND VOTE: 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 2022

**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 2022 Invoice covers work conducted for the period beginning July 1, 2021 through September 30, 2021. 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 2021 Invoice.](#)

**RECOMMENDATION:**

Approve payment to the Des Moines Area Metropolitan Planning Organization for the 1<sup>st</sup> Quarter of Fiscal Year 2022 billing period, July 1, 2021 through September 30, 2021.

**STAFF CONTACTS:**

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org);  
(515) 334-0075.

November 2021  
Item No. 7

**ISSUE: HIRTA Invoice for Iowa Developmental Disability Transportation Grant Local Match**

REPORT AND VOTE: Report on HIRTA's invoice for local match; consider approval.

**BACKGROUND:**

HIRTA received an Iowa Development Disability Transportation grant which will help improve coordination and collaboration through targeted outreach. This project helps an unmet need identified in CIRTPA's Passenger Transportation Plan (PTP) strategy 3 action item 1 through the implementation of a needs assessment. It also meets Goal 3 of CIRTPA's Long Range Transportation Plan – Promote Livability.

In May the Joint CIRTPA Committee approved providing \$2,500 as local match for the grant. Last month staff received an invoice for local match payment.

[Click here for a copy of the invoice.](#)

**RECOMMENDATION:**

Approve HIRTA's invoice for local match.

**STAFF CONTACT:**

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

November 2021  
 Item No. 8

**ISSUE: Calendar Year 2022 Meeting Dates**

REPORT and VOTE: Consider approval of meeting dates for Calendar Year (CY) 2022.

**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 2022 CIRTPA meeting schedule.

CIRTPA JOINT COMMITTEE	
THURSDAY	JANUARY 20, 2022
THURSDAY	MARCH 17, 2022
THURSDAY	MAY 19, 2022
THURSDAY	JULY 21, 2022
THURSDAY	SEPTEMBER 15, 2022
THURSDAY	NOVEMBER 17, 2022

CIRTPA TTC COMMITTEE*	
THURSDAY	FEBRUARY 17, 2022
THURSDAY	APRIL 21, 2022
THURSDAY	JUNE 16, 2022
THURSDAY	AUGUST 18, 2022
THURSDAY	OCTOBER 20, 2022
THURSDAY	DECEMBER 15, 2022

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

**RECOMMENDATION:**

Approve the Calendar Year 2022 meeting dates.

**STAFF CONTACT:**

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



November 2021  
Item No. 9

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

REPORT AND OPTIONAL VOTE: Consider approval of the requests to the *Federal Fiscal Years 2022-2025 Transportation Improvement Program*.

**BACKGROUND:**

Dallas County Conservation has requested the following revisions to the *Federal Fiscal Year 2022-2025 Transportation Improvement Program* (FFY 2022-2025 TIP):

Sponsor: Dallas County Conservation

Project: Raccoon River Valley Trail south loop Bridge/Trail Rehab Redfield to Linden Phase

Federal Aid Amount: \$776,000

Federal Aid Type: RTP Covid

Total Cost: \$1,476,000

TIP Projects Modifications: None necessary

Change: Add project to FFY 2022 of the TIP.

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

**RECOMMENDATION:**

Approve proposed amendments to the FFY 2022-2025 TIP.

**STAFF CONTACT:**

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

November 2021  
Item No. 10

**ISSUE: Public Participation Plan and Title VI Update**

REPORT: Report on the update process to the Public Participation Plan and Title VI documentation.

**BACKGROUND:**

The Iowa DOT requires RPAs to provide periodic updates to Title VI documentation and the Public Participation Plan. Recently CIRTPA staff submitted an updated Title VI program that was required to be submitted on November 1. A copy of the Title VI documents can be found below.

[Click here for a copy of the updated Title VI documentation.](#)

The Public Participation Plan will also be updated and submitted for public review. The final plan will be provided at the January CIRTPA meeting for approval.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACTS:**

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

November 2021  
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 current process will solicit applications for FFY 2023 funding. The updated application materials can be found below.

[Click here for a copy of the FFY 2023 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](mailto:acollings@dmampo.org);  
(515) 334-0075.

November 2021  
Item No. 12

**ISSUE: TAP Application 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 2026. Click below for copies of the application materials.

[Click here for a copy of the FFY 2026 TAP Guidelines and Schedule](#)

[Click here for a copy of the FFY 2026 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](mailto:acollings@dmampo.org)  
(515) 334-0075.

November 2021  
 Item No. 13

**ISSUE: Suballocation Review Committee**

REPORT: Report the upcoming Suballocation Review Committee meetings.

**BACKGROUND:**

Staff sent out an email soliciting volunteers for the Suballocation Review Committee. The table below indicates those that responded and who are now subcommittee members.

<u>Name</u>	<u>Member Community/Organization</u>	<u>Tech Committee Member</u>	<u>Policy Committee Member</u>
<b>Julia Castillo</b>	HIRTA	X	X
<b>Tyler Christian</b>	Marion County	X	X
<b>Linda Murken</b>	Story County		X
<b>Denny Buyert</b>	City of Pella	X	X
<b>Matthew Ferrier</b>	City of Perry	X	X
<b>Al Miller</b>	Dallas County	X	
<b>Anthony Brown</b>	City of Adel	X	X
<b>Larry Stevens</b>	City of Nevada	X	X

Review and discussion of the suballocation process will continue based on the following projected timetable:

**September 2021** – Review current suballocation

**November 2021** – Appoint a review committee

**December 2021 – March 2022** – Review committee discusses options and make a recommendation

**May – July 2022** – Board reviews and approves a suballocation methodology

Once the committee meeting dates are established, staff will send out meeting invitations to all CIRTPA members however only those on the committee will be able to make a formal recommendation to the Joint CIRTPA Committee.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

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

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