



Anthony Brown, City of Adel
Transportation Policy Committee Chair

Tyler Christian, Marion County
Transportation Technical Committee Chair

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Des Moines, Iowa 50309
Phone: 515.334.0075
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NOTICE OF MEETING

Central Iowa Regional Transportation Planning Alliance Transportation Policy and Technical Committees

9:30 a.m., January 19, 2023

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 2
 - Approve the November 17, 2022 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. **CONSENT and VOTE: Approve Financial Statements** Page 4
 - Report on the financial statements; consider approval.
6. **REPORT and VOTE: Denman & Co LLP Invoice to CIRTPA for the FY 2022 Audit** Page 5
 - Report on the Denman’s Invoice to CIRTPA for the FY 2022 Audit; consider approval.
7. **REPORT and VOTE: CIRTPA Officers for Calendar Year 2022** Page 6
 - Vote on the election of new officers for the calendar year.
8. **REPORT & VOTE: Federal Fiscal Year 2023-2027 Central Iowa Passenger Transportation Plan Draft** Page 7
 - Report and vote on FFY 2023-2027 Central Iowa Passenger Transportation Plan draft.
9. **REPORT: Fiscal Year 2024 Unified Planning Work Program and Budget Development** Page 8
 - Report on the process to develop the next FY 2023 UPWP.
10. **REPORT: Federal Fiscal Year 2024-2027 Transportation Improvement Program Development** Page 9
 - Report on the process to develop the FFY 2023-2026 TIP.
11. **REPORT: CIRTPA TAP and Small Communities Fund Application Process Update**..... Page 10
 - Report on the CIRTPA TAP and Small Communities fund application process.
12. **Next Meeting Date**
 - Approval of the next meeting date for 9:30 a.m., Thursday March 16, 2023, hybrid meeting.
13. **Adjournment**

Virtual login information is available on the following page.

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

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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.

January 2023
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Approve the minutes of the November 17, 2022 Joint Committee Meeting Committee meeting.

BACKGROUND:

[Click here for a copy of the November 17, 2022 meeting minutes.](#)

RECOMMENDATION:

Approve the minutes of the November 17, 2022 CIRTPA Joint Committee meeting.

STAFF CONTACTS:

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

January 2023
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 2023
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 finances and prepares monthly and/or quarterly statements detailing all transactions.

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

RECOMMENDATION:

Approve the Financial Statements.

STAFF CONTACTS:

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

January 2023
Item No. 6

ISSUE: Denman & Co LLP Invoice to CIRTPA for the FY 2022 Audit

REPORT AND VOTE: Report on the Denman's Invoice to CIRTPA for the FY 2022 Audit.

BACKGROUND:

The MPO bills the CIRTPA for work conducted on the CIRTPA's behalf on a quarterly basis. The MPO's 1st Quarter Fiscal Year 2023 Invoice covers work conducted for the period beginning July 1, 2022 through September 30, 2022. If approved, the CIRTPA staff will proceed with reimbursing the MPO.

[Click here for a copy Denman & Co LLP FY 2022 Audit Invoice.](#)

RECOMMENDATION:

Approve payment to Denman & Co LLP for the FY 2022 Audit.

STAFF CONTACTS:

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

January 2023
Item No. 7

CIRTPA Officers for Calendar Year 2021

VOTE: Elect officers for the calendar year.

BACKGROUND:

The CIRTPA will vote to elect calendar year 2023 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 2023 – Vote on calendar year 2023 officers at the CIRTPA meeting
- February 2023 – Elected officers will take over their new roles

Current officers are:

Transportation Policy Committee		Transportation Technical Committee	
<i>Chair</i>	Anthony Brown	<i>Chair</i>	Tyler Christian
<i>Vice-Chair</i>	Josh Wuebker	<i>Vice-Chair</i>	Vacant
<i>Secretary/Treasurer</i>	Vacant		

RECOMMENDATION:

Staff recommends approval of current officers for CY 2023 and solicit nominations for vacant seats at the meeting.

STAFF CONTACT:

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

January 2023
Item No. 8

ISSUE: FFY2023-2027 Passenger Transportation Plan Draft

REPORT & VOTE: Report and vote on DMAMPO/CIRTPA FFY2023-2027 Passenger Transportation Plan draft.

BACKGROUND:

The Passenger Transportation Plan (PTP) process for Iowa's 9 Metropolitan Planning Organizations (MPOs) and 18 Regional Planning Affiliations (RPAs) is designed to promote joint, coordinated passenger transportation planning programs that further the development of the local and regional public transportation systems. Public transportation systems in Iowa include 35 public transit systems plus a wide array of human service and private transportation providers.

This document is updated every five years per Iowa DOT requirements, with the focal population of persons who cannot drive and rely upon passenger transportation for daily and essential services. MPO & CIRTPA staff have developed a draft plan in cooperation with HIRTA, DART, and the regional Transportation Advisory Groups.

Next steps:

- Submit PTP draft to IA DOT on February 1, 2023.
- Public comment period open February 1 through April 1, 2023.
- Receive comments back from IA DOT on March 1, 2023.
- MPO & CIRTPA staff revise PTP draft with comments and updates provided by IA DOT and the public.
- Final Draft of PTP will be brought to MPO & CIRTPA committees in April 2023 for final approval.
- Submit final PTP to IA DOT on May 1, 2023.

[Click here for a copy of the FFY 2023-2027 Central Iowa Passenger Transportation Plan draft.](#)

RECOMMENDATIONS:

Staff recommends approval of the draft FFY 2023-2027 Central Iowa Passenger Transportation Plan.

STAFF CONTACT:

Allison van Pelt, avanpelt@dmampo.org;
(515) 334-0075.

January 2023
Item No. 9

ISSUE: *Fiscal Year 2024 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 2024 Unified Planning Work Program (FY 2024 UPWP) and budget, which will document all planning activities the CIRTPA will perform from July 1, 2023, through June 30, 2024. 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, 2023, and a final UPWP by June 1, 2023.

The CIRTPA staff asks for input from member governments and participating agencies on planning tasks for FY 2024 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 2023
Item No. 10

ISSUE: *Federal Fiscal Year 2024-2027 Transportation Improvement Program Development*

REPORT: Report on the process to develop the *Federal Fiscal Years 2024-2027 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 2024-2027 Transportation Improvement Program* (FFY 2024-2027 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 2023 will receive FHWA authorization to proceed with development before September 30, 2023. If a project does not receive FHWA authorization before September 30, 2023, 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 2023
Item No. 11

ISSUE: CIRTPA Small Communities Fund Application and TAP Process Update

REPORT: Report on the CIRTPA STBG application process for non-allocation communities/organizations and the TAP application process.

BACKGROUND:

FFY 2019 was the first year federal STBG funding was made available to small communities. The current process will solicit applications for FFY 2024 funding. The updated application materials can be found below.

[Click here for a copy of the FFY 2024 Application Packet.](#)

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

Small Communities Fund applications are due **February 13, 2023**.

The DOT has asked MPOs and RPAs in the State to not solicit TAP funds yet. There will be changes to the statewide process due to the recent infrastructure bill and DOT staff wants additional time to process those changes. Staff expects additional guidelines to be sent out within the next several months.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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