



Anthony Brown, City of Adel
Transportation Policy Committee Chair

Tyler Christian, Marion County
Transportation Technical Committee Chair

420 Watson Powell Jr. Parkway, Suite 200
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., May 18, 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 3
 - Approve the March 27, 2023 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. **REPORT and VOTE: Approve Financial Statements**..... Page 5
 - Report on the financial statements; consider approval.
6. **REPORT and VOTE: 2023 dTIMS Annual Maintenance Invoice**..... Page 6
 - Report on the annual dTIMS licenses invoice; consider approval.
7. **REPORT and VOTE: Des Moines Area Metropolitan Planning Organization Invoice to CIRTPA for the 3rd Quarter of Fiscal Year 2023**..... Page 7
 - Report on the MPO’s Invoice to CIRTPA for the 3rd Quarter of Fiscal Year 2023; consider approval.
8. **REPORT and VOTE: Fiscal Year 2024 Unified Planning Work Program and Budget Development** Page 8
 - Report on the FY 2024 UPWP and Budget; consider approval.
9. **REPORT and VOTE: Passenger Transportation Plan Final Draft**..... Page 9
 - Report on the FFY 2023-2027 Central Iowa Passenger Transportation Plan Final draft; consider approval.
10. **REPORT and OPTIONAL VOTE: Federal Fiscal Year 2023-2026 Transportation Improvement Program Revision Requests** Page 10
 - Report on the requests to amend projects in the FFY 2023-2026 TIP; consider approval.
11. **REPORT and OPTIONAL VOTE: SS4A Grant Award Update and RFP Selection Committee** Page 11
 - Report on the SS4A grant award to the MPO/CIRTPA and RFP selection committee; consider approval.
12. **REPORT and OPTIONAL VOTE: Charging and Fueling Infrastructure Discretionary Grant Program**..... Page 13
 - Report on the regional applications for electric vehicle charging stations; consider approval.
13. **REPORT: Transportation Grant Opportunities Update** Page 14
 - Report on several transportation grants that may be of interest to CIRTPA members.
14. **REPORT: FFY 2024-2027 Transportation Improvement Program Project List and Funding Requests**.... Page 16
 - Report on the draft FFY 2024-2027 TIP Project List and Funding Requests.
15. **REPORT: Des Moines Area MPO Update**..... Page 17
 - Report on changes at the Des Moines Area MPO.
16. **REPORT: Community STBG Account Update**..... Page 18
 - Report on the communities’ current STBG account balances.

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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.

17. Next Meeting Date

- Approval of the next meeting date for 9:30 a.m., Thursday July 20, 2023, hybrid meeting.

18. Adjournment

Virtual login information is available on the following page.

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

May 2023
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Approve the minutes of the March 27, 2023 CIRTPA Joint Committee Meeting.

BACKGROUND:

[Click here for a copy of the March 27, 2023 meeting minutes.](#)

RECOMMENDATION:

Approve the minutes of the March 27, 2023 CIRTPA Joint Committee meeting.

STAFF CONTACTS:

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

May 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.

May 2023
Item No. 5

ISSUE: CIRTPA Financial Statements

REPORT 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.

May 2023
Item No. 6

ISSUE: 2023 dTIMS Annual Maintenance Invoice

REPORT AND VOTE: Report on the annual dTIMS licenses invoice.

BACKGROUND:

CIRTPA annually pays for member communities to either be part of the regional dTIMS license or have their own. This allows CIRTPA staff to create dTIMS reports for communities when new street information is released.

The cost is \$14,000 a year and is a budgeted expense.

Members currently with their own license are:

- Boone County
- Dallas County
- Marion County
- Polk County
- City of Indianola
- City of Nevada

All others are under the regional license.

[Click here for a copy of the dTIMS Annual Maintenance Invoice.](#)

RECOMMENDATION:

Approve the dTIMS Annual Maintenance Invoice.

STAFF CONTACTS:

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

May 2022
Item No. 7

ISSUE: Des Moines Area Metropolitan Planning Organization Invoice to CIRTPA for the 3rd Quarter of Fiscal Year 2023

REPORT AND VOTE: Report and approval of the Des Moines Area Metropolitan Planning Organization (MPO) Invoice to CIRTPA for the 3rd Quarter of Fiscal Year 2023.

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 2023 Invoice covers work conducted for the period beginning January 1, 2023 through March 31, 2023. If approved, the CIRTPA staff will proceed with reimbursing the MPO.

[Click here for a copy of the MPO 3rd Quarter Fiscal Year 2023 Invoice.](#)

RECOMMENDATION:

Approve payment to the Des Moines Area Metropolitan Planning Organization for the 3rd Quarter of Fiscal Year 2023 billing period, January 1, 2023 through March 31, 2023.

STAFF CONTACTS:

Andrew Collings, acollings@dmampo.org; And
Zach Young, zyoung@dmampo.org;
(515) 334-0075.

May 2023
Item No. 8

ISSUE: *Fiscal Year 2024 Unified Planning Work Program and Budget Development*

REPORT and VOTE: Consider approval of the final FY 2024 UPWP and budget.

BACKGROUND:

CIRTPA has developed 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 asked for input from member governments and participating agencies on planning tasks for FY 2024 throughout the development of the UPWP. Comments from local communities and the Iowa DOT were incorporated into the final document.

At the March meeting, staff discussed various scenarios regarding CIRTPA's dues which are currently \$0.13 a person. In order to submit the final FY 2024 UPWP to the Iowa DOT by June 1 the proposed FY 2024 UPWP includes \$0.17 per person as the CIRTPA dues. This is a \$0.04 increase and represents the first due increase in over a decade.

Moving forward staff will begin to utilize STBG funds for any increase in staffing costs to reduce the out-of-pocket costs for member jurisdictions. There are multiple ways that this can be accomplished and staff will bring back different scenarios before the development of the FY 2025 UPWP.

[Click here for a copy of the Final FY 2024 UPWP.](#)

RECOMMENDATION:

Approve the FY 2024 UPWP and budget.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org; and
Zach Young, zyoung@dmampo.org
(515) 334-0075

May 2023
Item No. 9

ISSUE: FFY 2023-2027 Passenger Transportation Plan Final Draft

REPORT and VOTE: Consider approval of the MPO/CIRTPA FFY2023-2027 Passenger Transportation Plan Final 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.

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

RECOMMENDATIONS:

Approve the FFY 2023-2027 Passenger Transportation Plan Final Draft.

STAFF CONTACT:

Carl Saxon, csaxon@dmampo.org; And
Andrew Collings, acollings@dmampo.org
(515) 334-0075

May 2023
Item No. 10

ISSUE: *Federal Fiscal Year 2023-2026 Transportation Improvement Program Amendment Requests*

REPORT AND OPTIONAL VOTE: Consider approval of the requests to the *Federal Fiscal Years 2023-2026 Transportation Improvement Program*.

BACKGROUND:

The City of Adel has requested the following revisions to the *Federal Fiscal Year 2023-2026 Transportation Improvement Program (FFY 2023-2026 TIP)*:

Sponsor: City of Adel

Project: In the city of Adel, Adel Recreational Trails

Federal Aid Amount: \$305,000

Federal Aid Type: TAP

Total Cost: \$519,000

TIP Projects Modifications: None necessary

Change: Change project description to “In the City of Adel, a PCC rec. trail along Penoach Street, S. 12th Street, and south of Lynne Drive”.

[Click here for a copy of the TIP Amendment Map.](#)

RECOMMENDATION:

Approve proposed amendments to the FFY 2023-2026 TIP.

STAFF CONTACT:

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

March 2023
Item No. 11

ISSUE: SS4A Grant Award Update and RFP Selection Committee

REPORT AND OPTIONAL VOTE: Report on the SS4A grant award to the MPO/CIRTPA.

BACKGROUND:

At the August CIRTPA meeting, the CIRTPA Board authorized staff to submit a Safe Streets and Roads for all Grant on behalf of the cities in the CIRTPA region. The CIRTPA counties opted to join the County Service Bureau application.

In early November, CIRTPA staff was contacted by a representative from the U.S. Department of Transportation indicating that the CIRTPA application was flagged as potentially being a duplicate application with the County Service Bureau application.

Staff met with U.S. DOT staff on November 10, 2022, to discuss the CIRTPA application. It was determined that there wasn't any duplication since the CIRTPA application focused on cities.

Additionally, the U.S. DOT ask if CIRTPA would be willing to collaborate with the Des Moines Area MPO to have one grant agreement. This would create some efficiency for administering the grant since CIRTPA is under contract with MPO staff already. This option would still allow for a separate planning process for each organization but would streamline the back-end grant management.

Recently, the U.S. DOT awarded the MPO \$1,000,000 for the development of an action plan. \$800,000 of that is for the MPO and \$200,000 of that is for CIRTPA. With the \$50,000 match requirement that means CIRTPA will have a budget of \$250,000 to develop a SS4A compliant safety plan for cities within the CIRTPA Planning Area.

An RFP was posted to the CIRTPA website on April 24, 2023 and was subsequently sent out to 5 firms. Those firms were selected because they had reached out previously to indicate their interest in the project. The 5 firms were:

- Strand Associates
- Felsburg Holt & Ullevig (FHU)
- HR Green
- Bolton & Menk
- HDR

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

Two responses were received from Bolton & Menk (in partnership with Toole Design) and FHU.

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The RFP calls for a review committee to be established to review proposals during the later part of May. Staff will prepare review and scoring materials for the committee's use. Consultant interviews with the committee are tentatively scheduled for May 29-June 2.

The schedule also calls for approval of a consultant in mid-June, tentatively scheduled for June 15. Typically, there is no meeting in June so an additional meeting will need to be scheduled. The goal is to have the plan adopted at the August 2024 Board Meeting and allow communities to apply for the next round of SS4A Implementation Grants.

RECOMMENDATION:

Approve the members for a selection committee and an additional Joint CIRTPA Meeting for June.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org; and
Zach Young, zyoung@dmampo.org;
(515) 334-0075.

May 2023
Item No. 12

ISSUE: Charging and Fueling Infrastructure Discretionary Grant Program

REPORT AND OPTIONAL VOTE: Report on the regional applications for electric vehicle charging stations.

BACKGROUND:

On April 26, staff sent an e-mail to all CIRTPA member communities and communities above 500 population in the CIRTPA Planning Area regarding the Charging and Fueling Infrastructure Discretionary Grant Program. This grant program is available to communities looking to install electric vehicle (EV) Level 2 charging stations.

The grant will be available for 5 years, this being the first year of availability. Several CIRTPA communities have reached out and indicated a desire to apply this first year.

Due to the anticipated minimum award amount of \$500,000, it appears that a single application by the MPO with all willing participating communities in both the Des Moines, Ames, and CIRTPA areas would provide the best avenue for potential funding.

Moving forward, CIRTPA staff will work with communities in anticipation of the next round of funding in 2024. Given the short turnaround with this year's application, staff was unable to promote the application in a timely manner.

The application deadline was originally May 30th, however the deadline has been extended to June 13th. If there are any communities still wishing to know more about this opportunity or would like to apply, please contact CIRTPA staff.

[Click here for a copy of the initial CIRTPA e-mail](#)

[Click here for a copy of the extension e-mail](#)

RECOMMENDATION:

Move forward with individual jurisdictions applying for funding through the Des Moines MPO.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org; and
Carl Saxon, csaxon@dmampo.org;
(515) 334-0075.

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May 2023
Item No. 13

ISSUE: Transportation Grant Opportunities Update

REPORT: Report on various transportation grant funding opportunities available to CIRTPA communities.

BACKGROUND:

There are several grant opportunities that may be of interest to CIRTPA communities over the coming months. If any communities has any questions on the grants below please reach out.

State Recreational Trails Funding – Due July 1st

A final legislative appropriation for the State Recreational Trails (SRT) program for State Fiscal Year 2024 (SFY 2024) has not yet been determined by the Iowa Legislature. In anticipation of funds being appropriated for the program, the Iowa DOT will accept project applications for SFY 2024 funding according to the July 1, 2023, application deadline. Interested applicants are encouraged to begin working on funding applications in preparation for this deadline.

[Click here for a link to the Iowa DOT's webpage.](#)

PROTECT Discretionary Grant Program – Due August 18th

Congress sets forth the high level policy and investment authorization for the surface transportation program in the IIJA; in essence, the updated guardrails and monies to build, operate, and maintain the nation's transportation system. It then is the task of the administration to translate the policy parameters of the IIJA into the specifics required to implement the program. Because this NOFO deals with the discretionary side of the PROTECT program, FHWA has wide leverage to design the program criteria. FHWA was supposed to release a NOFO for this discretionary grant program in FY 2022 in addition to this year's, but was unable to produce it in time. So this NOFO covers both the FY 2022 and FY 2023 awards.

The PROTECT Program provides funding for projects and strategies to make America's transportation infrastructure more resilient to the effects of climate change. The competitive portion of the program is split between four categories:

- 1) Planning
- 2) Resilience Improvement Grants
- 3) Community Evacuation Grants
- 4) At-Risk Coastal Infrastructure Grants

Each category has different funding levels and will be evaluated and awarded on different grounds.

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PROTECT authorized levels under IJA:

Fiscal Year	Planning Grants	Resilience Improvement Grants	Community Evacuation Grants	At-Risk Coastal Infrastructure Grants	Formula Distribution
2022	\$25 million	\$175 million	\$25 million	\$25 million	\$1.39 billion
2023	\$25 million	\$175 million	\$25 million	\$25 million	\$1.42 billion
2024	\$30 million	\$210 million	\$30 million	\$30 million	\$1.45 billion
2025	\$30 million	\$210 million	\$30 million	\$30 million	\$1.48 billion
2026	\$30 million	\$210 million	\$30 million	\$30 million	\$1.5 billion
TOTAL	\$1.4 billion				\$7.26 billion

Individual jurisdictions are eligible to apply themselves and CIRTPA is eligible to apply for the region. Further information is made available in a memo created by Transportation for America and a link can be found below.

[Click here for a link to a funding breakdown by Transportation for America](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

May 2023
Item No. 14

ISSUE: Draft FFY 2024-2025 Transportation Improvement Program Project List and Funding Requests

REPORT: Report on the draft FFY 2024-2027 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) 2023, 2024, 2025, 2026, and/or 2027. Staff generated a project list for the FFY 2024-2027 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 2024-2027 TIP draft to the Iowa Department of Transportation (DOT) and Federal Highway Administration for review and comment on June 15, 2023. Staff will incorporate comments received into the final draft. The final FFY 2024-2027 TIP is due to the Iowa DOT by July 15, 2023.

The FFY 2024-2027 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 1, 2023.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

May 2023
Item No. 15

ISSUE: Des Moines Area MPO Update

REPORT: Report on the changes at the Des Moines Area MPO.

BACKGROUND:

On April 25th the Des Moines Area MPO Executive Committee called a special meeting to discuss personnel matters and entered into closed session in accordance with Iowa Code Chapter 21.5 (i). After leaving closed session there was discussion from several Executive Committee Members on their recommendation for the non-renewal of the Executive Director's contract for Todd Ashby. A motion was made and seconded for the non-renewal of the contract and in a 6 to 4 vote the motion was defeated.

A request was made to bring the matter before the MPO Policy Committee and a special meeting was set for Friday, April 28th at 11:30 am. Before the Friday Policy Committee Meeting the MPO and Todd mutually agreed to part ways. Todd agreed to take a leave of absence until June 30th whereby he will receive a severance package and no longer be with the MPO.

Since that meeting Dylan Mullenix has been named Interim Director and the rest of the MPO staff is continuing to conduct the day to day business for the MPO and related organizations.

Andrew Collings has been the CIRTPA staff member since 2014 and will continue to ensure regulatory compliance for CIRTPA programming and provide planning services. If you have any questions regarding any changes at the MPO please contact him.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

May 2023
Item No. 16

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.

A copy of CIRTPA's Community STBG Account Report will be provided prior to the meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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