



Anthony Brown, City of Adel
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

9:30 p.m., July 20, 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 May 18, 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. **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 4th Quarter of Fiscal Year 2023**..... Page 6
 - Report on the MPO’s Invoice to CIRTPA for the 4th Quarter of Fiscal Year 2023; consider approval.
7. **REPORT and VOTE: New STBG Funding Requests** Page 7
 - Report on the new STBG funding requests; consider approval.
8. **REPORT and VOTE: Final FFY 2024-2027 Transportation Improvement Program** Page 8
 - Report on the final FFY 2024-2027 TIP; consider approval.
9. **REPORT and OPTIONAL VOTE: Federal Fiscal Year 2023-2026 Transportation Improvement Program Revision Requests** Page 9
 - Report on the requests to amend projects in the FFY 2023-2026 TIP; consider approval.
10. **REPORT and OPTIONAL VOTE: SS4A Safety Plan Selection Committee Consultant Interviews** Page 10
 - Report on the SS4A Safety Plan Selection Committee consultant interviews; consider approval.
11. **REPORT and OPTIONAL VOTE: Iowa DOT RPA Planning Funding Alternative** Page 11
 - Report on the proposal to change how RPA Planning Funds are calculated by the Iowa DOT; consider approval.
12. **REPORT and OPTIONAL VOTE: PROTECT Discretionary Grant Program Planning Application** Page 12
 - Report on the proposed application to the PROTECT grant program for a planning grant; consider approval.
13. **REPORT and OPTIONAL VOTE: MPO/CIRTPA Planning Services Agreement** Page 13
 - Report on the service agreement between the MPO and the Central Iowa Transportation Planning Alliance for regional planning assistance; consider approval.

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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.

14. **REPORT and OPTIONAL VOTE: CIRTPA Staffing and Administration Options**..... Page 14
 - Report on the current and future CIRTPA staffing and administration services options; consider approval.
15. **Next Meeting Date**
 - Approval of the next meeting date for 9:30 a.m., Thursday September 21, 2023, hybrid meeting.
16. **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>

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United States (Toll Free): [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 137-556-989

July 2023
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Approve the minutes of the May 18, 2023 CIRTPA Joint Committee Meeting.

BACKGROUND:

[Click here for a copy of the May 18, 2023 meeting minutes.](#)

Although a quorum wasn't present, [click here for a copy of the June 27 meeting minutes.](#)

RECOMMENDATION:

Approve the minutes of the May 18, 2023 CIRTPA Joint Committee meeting.

STAFF CONTACTS:

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

July 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.

July 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 savings and checking accounts and prepares monthly and/or quarterly statements detailing all transactions.

[Click here for a copy of the July 2023 Financial Statements.](#)

RECOMMENDATION:

Approve the Financial Statements.

STAFF CONTACTS:

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

July 2023
Item No. 6

ISSUE: Des Moines Area Metropolitan Planning Organization Invoice to CIRTPA for the 4th Quarter of Fiscal Year 2023

REPORT AND VOTE: Brief report and approval of the Des Moines Area Metropolitan Planning Organization (MPO) Invoice to CIRTPA for the 4th 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 4th Quarter Fiscal Year 2023 Invoice covers work conducted for the period beginning April 1, 2023 through June 30, 2023. If approved, the CIRTPA staff will proceed with reimbursing the MPO.

[Click here for a copy of the MPO 4th Quarter Fiscal Year 2023 Invoice.](#)

RECOMMENDATION:

Approve payment to the Des Moines Area Metropolitan Planning Organization for the 4th Quarter of Fiscal Year 2023 billing period, April 1, 2023 through June 30, 2023.

STAFF CONTACTS:

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

July 2022
Item No. 7

ISSUE: New STBG Funding Requests

REPORT AND VOTE: Consider approval of the new STBG funding requests.

BACKGROUND:

The Iowa DOT requires that RPAs approve the allocation of new STBG funding separately from the TIP adoption process. 8 communities and one organization have requested additional STBG funding for the FFY 2024-2027 TIP and have filled out the corresponding requests.

Boone County (TPMS #45724) - On P Ave, from 155th St N 2.5 miles to 130th St

Dallas County (TPMS #37451) - On F31, from R22 E 4.2 miles to Highway 141, Grant Township

Jasper County (TPMS #38755) - On F-48 W, Over IAIS RR, from IA 117 N E 2.8 miles to Bridge N03 (NBIS 30401)

Marion County (TPMS #38825) - On McKimber and on S. Attica Rd. both from IA 5/92 to Knoxville Corp. Limit, and on 110th from IA 5/92 to McKimber

Pella (TPMS #36930) - In the city of Pella, Oskaloosa St, from SE 16 to 240 St (Eagle Lane) including the intersection approx. 300 ft

Polk County (TPMS# 44747) - On NE 42 St, from NE 150th Ave N 2 miles to NE 166th Ave

Polk County (TPMS #40174) - On SE 6TH AVE, from SE 92 St to SE Camp Dr.

Polk County (TPMS #53273) - On NE 112 ST, from NE 134 AVE S to HWY 65

RPA-11 (TPMS# 54747) - RPA-11 SS4A Safety Action Plan

Story County (TPMS #45776) - On 650th Ave., from approx. 0.1mi north of Hwy 30 to 190th St. and On 190th St., from 650th Ave. to 660th Ave.

Story County (TPMS #44690) - On E 15, from 0.1 miles west of 570th Ave. E 3.1 miles to 600th Ave.

Warren County (TPMS #51032) - On G16, from STATE HIGHWAY 65/69 TO CARLISLE CITY LIMITS

A copy of the STBG funding requests will be made available prior to the meeting.

RECOMMENDATION:

Approve the proposed use of STBG funding.

STAFF CONTACT:

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

July 2023
Item No. 8

ISSUE: Final FFY 2024-2027 Transportation Improvement Program

REPORT AND VOTE: Consider approval of the Federal Fiscal Year 2024-2027 Transportation Improvement Program.

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 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.

Staff submitted the FFY 2024-2027 TIP draft to the Iowa Department of Transportation (DOT) for review and comment on June 15, 2023. Staff incorporated comments received into the final draft. The final FFY 2024-2027 TIP is due to the Iowa DOT following approval.

CIRTPA staff scheduled a public input meeting for the FFY 2024-2027 TIP draft at 5:00 p.m. on Monday July 10, 2023 via zoom and in person, in order to provide an opportunity for the public to comment. Zero comments were received by staff at that meeting or during the public input process.

[Click here for a copy of the proposed final FFY 2024-2027 TIP.](#)

RECOMMENDATION:

Approve the final FFY 2024-2027 TIP.

STAFF CONTACT:

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

July 2023
Item No. 9

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:

Jasper County has requested the following revisions to the *Federal Fiscal Year 2023-2026 Transportation Improvement Program (FFY 2023-2026 TIP)*:

Sponsor: Jasper County

Project: On F-48 W, from Bridge N03 (NBIS 30401) E 5.8 miles to Newton CL

Federal Aid Amount: \$1,900,000

Federal Aid Type: STBG

Total Cost: \$4,500,000

TIP Projects Modifications: None necessary

Change: Convert local funding to \$965,000 of HSIP funding

RECOMMENDATION:

Approve proposed amendments to the FFY 2023-2026 TIP.

STAFF CONTACT:

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

July 2023
Item No. 10

ISSUE: SS4A Safety Plan Selection Committee Consultant Interviews

REPORT AND OPTIONAL VOTE: Report on the Selection Committee's Consultant Interviews.

BACKGROUND:

The Selection Committee conducted interviews with the two consultant teams on June 20, 2023. The consultant teams interviewed included the following:

- Felsburg, Holt & Ullevig (FHU)
- Bolton & Menk w/ Toole Design

The Selection Committee scored each team based on the team's written proposal and interview. FHU received the highest combined score.

Upon the Policy Committee's approval, CIRTPA staff would enter contract negotiations with the selected team and bring a contract back to the Policy Committee for approval in August.

RECOMMENDATION:

Committee Actions:

- The Selection Committee recommends that the CIRTPA enter contract negotiations with FHU.

CIRTPA staff also recommends approval of the recommendation to enter contract negotiations with FHU.

STAFF CONTACT:

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

July 2023
Item No. 11

ISSUE: Iowa DOT RPA Planning Funding Alternative

REPORT AND OPTIONAL VOTE: Report on the proposal to change how RPA Planning Funds are calculated by the Iowa DOT.

BACKGROUND:

The Iowa DOT reviews its Planning Funds Distribution Methodology once every ten years. The current allocation formula for FTA 5311 funds and 5305e funds are sub-allocated by the state to RPAs using a formula that considers minimum distribution, population, and regional planning needs. The formula is as follows:

- 1/2 equally among all RPAs (minimum distribution),
- 1/4 based on each RPA's share of the total statewide non-urbanized population from the most recent decennial census (population), and
- 1/4 based on the ratio of the number of counties in each RPA out of the statewide total counties (regional planning needs).

A proposal from RPA 1 would update the formula to:

- 1/2 equally among all RPAs (minimum distribution),
- 1/4 based on each RPA's share of the total statewide non-urbanized population from the most recent decennial census (population), and
- ***1/4 based on the ratio of the total RPA land area (sq. mi) in each RPA as a proportion of the total statewide RPA land area (sq. mi). (regional planning needs).***

[Click here for a copy a breakdown showing funding implications for RPAs.](#)

RECOMMENDATION:

Approve recommending to the Iowa DOT to keep the RPA Planning Funds formula the same.

STAFF CONTACT:

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

July 2023
Item No. 12

ISSUE: PROTECT Discretionary Grant Program Planning Application

REPORT AND OPTIONAL VOTE: Report on the proposed application to the PROTECT grant program for a planning grant; consider approval.

BACKGROUND:

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

Staff is asking for approval to apply for a Planning Grant to identify vulnerable infrastructure within the CIRTPA Planning Area. Grants can be up to \$100,000 with no match money required. Applications are due **August 18th**.

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

[Click here for a link to the FHWA PROTECT Program Webpage](#)

RECOMMENDATION:

Authorize staff to apply for a no-match planning grant for CIRTPA.

STAFF CONTACT:

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(515) 334-0075.

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

July 2023
Item No. 13

ISSUE: MPO/CIRTPA Planning Services Agreement

REPORT AND OPTIONAL VOTE: Report on an update to the agreement between the MPO and the Central Iowa Regional Transportation Planning Alliance (CIRTPA) for regional planning assistance.

BACKGROUND:

The MPO has provided staffing assistance to the Central Iowa Regional Transportation Planning Alliance (CIRTPA) by contract since the early 1990s. CIRTPA serves as the regional transportation planning organization for the non-urbanized areas of Boone, Dallas, Jasper, Madison, Marion, Polk, Story, and Warren Counties that are not contained within the Des Moines area MPO or Ames Area MPO planning areas. CIRTPA carries out similar activities to the MPO, such as allocating Surface Transportation Block Grant (STBG) funds, developing long-range transportation plans, and assisting member communities with transportation data and analysis.

The agreement is required to be reviewed annually. The last time the agreement was updated was in July 2019 following recommendations made by the US Department of Transportation following the MPO's quadrennial federal review. MPO staff's only recommended change for this year's review is to update the reference of the current federal transportation bill, identified in Section V, from the FAST Act to the Infrastructure Investment and Jobs Act.

[A Copy of the current MPO and CIRTPA Service Agreement is available here.](#)

RECOMMENDATION:

None. Public discussion only.

STAFF CONTACT:

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

July 2023
Item No. 14

ISSUE: CIRTPA Staffing and Administration Options

REPORT AND OPTIONAL VOTE: Report on the current and future CIRTPA staffing and administration services options.

BACKGROUND:

At the May CIRTPA Meeting, staff was asked questions regarding the current status and future options of staffing and administrative services for CIRTPA.

Staff gathered information and compiled a report for distribution to CIRTPA communities. Staff then met with CIRTPA communities to review the report, ask questions, and then incorporated requested information.

The full report will be reviewed by staff at the July CIRTPA meeting.

A copy of the updated Staffing and Administrative Services Report will be made available prior to the meeting.

RECOMMENDATION:

Form a review committee to study available options for staffing and administrative services.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org;
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