



Josh Wuebker, City of Perry
Transportation Policy Committee Chair

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NOTICE OF MEETING

Central Iowa Regional Transportation Planning Alliance Transportation Policy and Technical Committees

11:00 a.m., February 28, 2024

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 January 18, 2024 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: Invoices from FHU for the Safe Streets for All Safety Action Plan Development**..... Page 5
 - Report on FHU’s invoices to CIRTPA for work completed on the SS4A plan; consider approval.
6. **REPORT and VOTE: Planning Area Boundary Adjustments for the Ames Area MPO and Des Moines Area MPO** Page 6
 - Report on the proposed changes to the Ames Area MPO and Des Moines Area MPO Planning Areas; consider approval.
7. **REPORT and VOTE: Planning Services and Administration Agreement with MIPA**..... Page 9
 - Report on the ongoing discussion with MIPA for planning services; consider approval.
8. **REPORT and OPTIONAL VOTE: Federal Fiscal Year 2024-2027 Transportation Improvement Program Revision Requests** Page 10
 - Report on the requests to amend projects in the FFY 2024-2027 TIP; consider approval.
9. **REPORT: Equipment and Software Passthrough**..... Page 11
 - Report on the purchase of equipment and software as a passthrough for MIPA.
10. **Other Non-Action Items of Interest to the Committee**
11. **Next Meeting Date**
 - Approval of the next meeting date for 9:30 a.m., Thursday March 21, 2024, hybrid meeting.
12. **Adjournment**

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Virtual login information is available below.

Join Zoom Meeting

<https://us02web.zoom.us/j/82739469665>

Meeting ID: 827 3946 9665

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January 2024
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Report on the minutes of the January 18, 2024 Joint Committee Meeting meetings; consider approval.

BACKGROUND:

[Click here for a copy of the January 18, 2024 meeting minutes.](#)

RECOMMENDATION:

Approve the minutes of the January 18, 2024 CIRTPA Joint Committee meetings.

STAFF CONTACTS:

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

February 2024
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.

February 2024
Item No. 5

ISSUE: Invoices from FHU for the Safe Streets for All Safety Action Plan Development

REPORT AND VOTE: Report on FHU's invoices to CIRTPA for work completed on the SS4A plan; consider approval.

BACKGROUND:

FHU was hired by CIRTPA to complete an SS4A compliance Safety Action Plan for the cities of CIRTPA. CIRTPA reviews and approves invoices which are then sent to the Des Moines Area MPO who will complete the drawdown and payment process.

CIRTPA staff has received Invoice #2 and Invoice #3 from FHU that covers the period from December 1, 2023 to January 31, 2024 and is for \$6,807.51 and \$6,860.84 respectively.

[Click here for a copy of Invoice #2 and #3.](#)

RECOMMENDATION:

Approve Invoice #2 and #3 for payment to FHU.

STAFF CONTACT:

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

February 2024
Item No. 6

ISSUE: Planning Area Boundary Adjustments for the Ames Area MPO and Des Moines Area MPO

REPORT AND VOTE: Report on the proposed changes to the Ames Area MPO and Des Moines Area MPO Planning Areas; consider approval.

BACKGROUND:

At least once every 10 years as part of the Urban Area Boundary (UAB) update process, MPOs review their Planning Area Boundary (PAB) to ensure they follow FHWA guidance. This includes ensuring the PAB fully encompasses the UAB and includes the geographic area likely to become urbanized within the 20-year forecast period covered by the transportation plan.

The PAB between the MPOs and CIRTPA share common boundaries and do not overlap. Therefore, when MPOs expand their PAB, CIRTPA's Planning Area is reduced. CIRTPA has traditionally agreed with both MPOs to utilize the PAB rather than the UAB for calculating STBG and TAP targets so a reduction in Planning Area also reduced the amount of transportation infrastructure funding that CIRTPA receives. However, it does not reduce the amount of Planning Funding that is received because the formula for determining that funding is different.

Ames Area MPO Proposed PAB Adjustment

CIRTPA staff was contacted by the Ames Area MPO to initiate changes to the AAMPO PAB. The new PAB considers additional growth that is anticipated and was identified in the City of Ames' 2040 Comprehensive Plan. The proposed changes are minor and will have a limited impact.

The final PAB updates were approved by the AAMPO Policy Committee on January 23.

[Click here for a copy of the proposed AAMPO PAB Updates.](#)

Des Moines Area MPO Proposed PAB Adjustment

In addition to updating the UAB, the DMAMPO is in the process of updating its Long Range Transportation Plan. To ensure compliance with FHWA guidance, the DMAMPO is proposing to expand the PAB south of Norwalk and Carlisle and northwest of Waukee to accommodate anticipated growth in those communities. The PAB is also being reduced just west of Waukee because the City of Adel's city boundary had expanded slightly within the DMAMPO's current PAB.

The other change is to incorporate all of Polk County within the DMAMPO PAB which would make Polk County no longer a member of CIRTPA. There are several items to address with this proposed change, one (1) is how it affects CIRTPA's 28E and two (2) how funding would be changed.

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- (1) – After review of CIRTPA’s 28E agreement, should a community fail to pay its dues in a timely manner then it will no longer be considered a member community. Therefore, once Polk County does not pay its dues for FY 2024 then it will no longer be a member or eligible for funding.

[Click here for a copy of CIRTPA’s 28E Agreement.](#)

- (2) DMAMPO staff initially reached out to the Iowa DOT to determine the fiscal impact of including all of Polk County in the DMAMPO’s PAB. Based on the DOT’s calculations CIRTPA will lose approximately \$250k in STBG funding however for FFY 2024 Polk County is receiving approximately \$400k in STBG funding. Therefore, CIRTPA communities will split the remaining \$150k. CIRTPA will also lose approximately \$1,300 in local match funding.

In addition to future funding, existing funding allocations need to be decided. After FFY 2024, Polk County will have an STBG account balance of \$128,616 after receiving \$391,269 and spending \$360,000 on a road project slated to bid on 2/20/2024.

Polk County is scheduled to receive funding through FFY 2027 and has several projects programmed during that time. At the end of FFY 2027 Polk County would have an account balance of \$384,732. CIRTPA can let Polk County keep the \$128,616 or decide to distribute it amongst member communities. CIRTPA can also let Polk County keep its funding through FFY 2027 however that may be complicated by Polk County no longer being an eligible community. Because the DMAMPO will be receiving additional STBG funding, Polk County can be awarded those funds from the DMAMPO and still complete the programmed projects.

In addition to STBG funding, CIRTPA’s TAP funding along with several awardees would be affected. Polk County Conservation was awarded \$250k and the City of Runnells was awarded \$117,700k in TAP funding in FFY 2026. CIRTPA could rescind the awards made to these communities or allow them to continue with funding. CIRTPA’s TAP processes differs from STBG funding because it is a competitive application process. These projects were chosen because they further the goals of CIRTPA’s LRTP. Additionally, these projects could be in development due to the good faith commitment of funds that CIRTPA has made to those communities.

[Click here for a link to the proposed DMAMPO PAB Map.](#)

RECOMMENDATION:

Approve the proposed changes to the Ames Area MPO and Des Moines Area MPO PABs. Approve of CIRTPA keeping the \$128,616 in STBG funds but allow Polk County Conservation and the City of Runnells to keep their awarded TAP funding.

STAFF CONTACT:

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

February 2024
Item No. 7

ISSUE: Planning Services Agreement with MIPA

REPORT AND VOTE: Report on the proposed contract with MIPA for planning services; consider approval.

BACKGROUND:

Staff continues to provide identified items to the Iowa DOT that are necessary for MIPA to provide planning services to CIRTPA. An updated CIRTPA Unified Program and Work Plan (UPWP) that incorporates MIPA's budget, income, and cost structures has been submitted to the DOT for review. Other items are being submitted by staff to ensure the orderly transition of planning services to MIPA.

To facilitate that transition, a planning services agreement has been prepared that is based on the existing agreement between the MPO and CIRTPA. This agreement was approved by MIPA at the Executive Committee Meeting held on February 23.

[Click here for a copy of the proposed MIPA-CIRTPA Planning Services Agreement.](#)

Below is the anticipated timeline for a potential transition to MIPA based on DOT discussion:

- **February 23:** MIPA Executive Committee approves the planning services contract
- **February 28:** CIRTPA Board approves the planning services contract and CIRTPA gives the MPO 30 days' notice to terminate the existing administrative contract
- **April 1:** Effective date of the administrative contract with MIPA

RECOMMENDATION:

Approve the proposed MIPA-CIRTPA Planning Services Agreement and give the MPO 30 days' notice to terminate the existing administrative contract.

STAFF CONTACT:

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

February 2024
Item No. 8

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

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

BACKGROUND:

HIRTA and the City of Runnells has requested the following revisions to the *Federal Fiscal Year 2024-2027 Transportation Improvement Program* (FFY 2024-2027 TIP):

Sponsor: HIRTA

Project: 2 Vehicle Purchases and Transit Study

Federal Aid Amount: \$81,812, \$52,424, \$4,800

Federal Aid Type: STBG

Total Cost: \$102,265, \$79,823, \$6,000

TIP Projects Modifications: None necessary

Change: Add the proposed projects to the TIP. [Click here for a copy of HIRTA's application for funding.](#)

Sponsor: City of Runnells

Project: Neal Smith NWR: Trail Rehabilitation

Federal Aid Amount: \$117,700

Federal Aid Type: TAP

Total Cost: \$167,700

TIP Projects Modifications: None necessary

Change: Change project description to "In the City of Runnells, sidewalk and Brown St Crosswalk from W Maple to E Maple.

RECOMMENDATION:

Approve proposed amendments to the FFY 2024-2027 TIP and HIRTA's application for funding.

STAFF CONTACT:

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

February 2024
Item No. 9

ISSUE: Equipment and Software Passthrough

REPORT: Report on the purchase of equipment and software as a passthrough for MIPA.

BACKGROUND:

Due to CIRTPA's status as a 28E organization, it can access subscriptions and equipment purchases (including through the standard state contract) at a cheaper cost compared to MIPA. As the transition continues, staff will determine which items would benefit from being purchased through CIRTPA and work to secure those purchases. MIPA would reimburse CIRTPA for purchased equipment and services and pay an additional fee (5%).

A proposed contract will be brought back to the CIRTPA Board for approval at the March meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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