



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

9:30 a.m., March 21, 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 February 28, 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: CIRTPA Federal Fiscal Years 2025 Unified Planning Work Program Draft**..... Page 5
  - Report on the draft of the *Fiscal Year 2025 Unified Planning Work Program*; consider approval.
6. **REPORT and VOTE: CIRTPA Federal Fiscal Years 2024 Unified Planning Work Program Amendment**..... Page 6
  - Report on the amendment to the *Fiscal Year 2024 Unified Planning Work Program*; consider approval.
7. **REPORT and VOTE: Approve the Fiscal Year 2023 Audit Report Draft**..... Page 7
  - Report on the draft *Fiscal Year 2023 Audit* report; consider approval.
8. **REPORT and OPTIONAL VOTE: Federal Fiscal Year 2024-2027 Transportation Improvement Program Revision Requests** ..... Page 8
  - Report on the requests to amend projects in the FFY 2024-2027 TIP; consider approval.
9. **REPORT and OPTIONAL VOTE: Equipment and Software Passthrough Agreement** ..... Page 9
  - Report on the agreement to purchase equipment and software as a passthrough for MIPA; consider approval.
10. **REPORT: CIRTPA TAP and Small Communities Fund Application Process Update** ..... Page 10
  - Report on the CIRTPA TAP and Small Communities fund application process.
11. **Other Non-Action Items of Interest to the Committee**
12. **Next Meeting Date**
  - Approval of the next meeting date for 9:30 a.m., Thursday May 16, 2024, hybrid meeting.
13. **Adjournment**

Boone County • Dallas County • Jasper County • Madison County • Marion County  
Polk County • Story County • Warren County • Adel • Boone • Huxley • Indianola  
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.*

**Virtual login information is available below.**

Join Zoom Meeting

<https://us02web.zoom.us/j/84230757154>

Meeting ID: 842 3075 7154

Dial by your location

- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)

March 2024  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Report on the minutes of the February 28, 2024 Joint Committee Meeting meetings; consider approval.

**BACKGROUND:**

A copy of the February 28, 2024 meeting minutes will be provided prior to the meeting.

**RECOMMENDATION:**

Approve the minutes of the February 28, 2024 CIRTPA Joint Committee meetings.

**STAFF CONTACTS:**

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

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

March 2024  
Item No. 5

**ISSUE: CIRTPA *Fiscal Year 2025 Unified Planning Work Program***

REPORT AND VOTE: Consider approval of the draft *Fiscal Year 2025 Unified Planning Work Program*.

**BACKGROUND:**

The CIRTPA staff has developed the draft *Fiscal Year 2025 Unified Planning Work Program* (FY 2025 UPWP), which documents all transportation planning activities the CIRTPA will perform using federal funds from July 1, 2024 through June 30, 2025. The Iowa Department of Transportation (DOT) requires that the UPWP 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, 2024 and final UPWP by June 1, 2024.

A copy of the draft *Fiscal Year 2025 Unified Planning Work Program* will be provided prior to the meeting.

**RECOMMENDATION:**

Approve the draft *FFY 2025 UPWP*.

**STAFF CONTACTS:**

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

March 2024  
Item No. 6

**ISSUE: CIRTPA Federal Fiscal Years 2024 Unified Planning Work Program Amendment**

REPORT AND VOTE: Report on the amendment to the *Fiscal Year 2024 Unified Planning Work Program*; consider approval.

**BACKGROUND:**

As part of the transition from the MPO to MIPA for administration services, the Iowa DOT requires that the new administrator provide a Cost Allocation Plan (CAP). MIPA is not required to have a negotiated indirect cost rate from the Economic Development Administration (EDA), therefore a CAP is required to be included in the FFY 2024 UPWP.

Previously, CIRTPA was able to utilize the CAP from the MPO's UPWP.

In this proposed amendment, the first 3 quarters of FY 2024 will use the MPO CAP and the 4<sup>th</sup> quarter will use the MIPA CAP. It is assumed that the first three quarters will use 75% of the budget, and the 4<sup>th</sup> quarter will use the remaining 25%.

In the updated *FFY 2024 UPWP* none of the budget categories changed by more than 10% while the overall budget costs decreased slightly from \$153,523 to \$152,752.

[Click here for a copy of the amendment to the \*Fiscal Year 2024 Unified Planning Work Program\*.](#) - Changes are highlighted in yellow.

**RECOMMENDATION:**

Approve the amendment to the *FFY 2024 UPWP*.

**STAFF CONTACTS:**

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

March 2024  
Item No. 7

**ISSUE: Approve the *Fiscal Year 2023 Audit Report***

REPORT and VOTE: Consider approval of the completed *Fiscal Year 2023 Audit* report.

**BACKGROUND:**

In March 2024, Denman & Company, LLP completed a preliminary version of the *Fiscal Year (FY) 2023 Audit* of the CIRTPA's Finances.

[Click here for a copy of the draft FY 2023 Audit report.](#)

Following acceptance by CIRTPA, CIRTPA staff will submit the *FY 2023 Audit* report to the Iowa Department of Transportation.

**RECOMMENDATION:**

Approve the draft *Fiscal Year 2023 Audit* report.

**STAFF CONTACTS:**

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

March 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:**

The City of Maxwell via the Iowa DOT has requested the following revisions to the *Federal Fiscal Year 2024-2027 Transportation Improvement Program (FFY 2024-2027 TIP)*:

Sponsor: City of Maxwell

Project: In the city of Maxwell, Baldwin Street from 5th St to North St

Federal Aid Amount: \$240,000

Federal Aid Type: SWAP-STBG

Total Cost: \$805,000

TIP Projects Modifications: None necessary

Change: Add project to FFY 2024.

**RECOMMENDATION:**

Approve proposed amendments to the FFY 2024-2027 TIP.

**STAFF CONTACT:**

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



March 2024  
Item No. 9

**ISSUE: Equipment and Software Passthrough**

REPORT AND OPTIONAL VOTE: Report on the purchase of equipment and software as a passthrough for MIPA; consider approval.

**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 copy of the proposed contract between CIRTPA and MIPA will be provided prior to the meeting.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

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

March 2024  
Item No. 10

**ISSUE: CIRTPA TAP and Small Communities Fund Application Process Update**

REPORT: Report on submitted Federal Fiscal Year 2028 *Transportation Alternatives Program* and FFY 2025 Small Communities Fund projects.

**BACKGROUND:**

**TAP APPLICATIONS**

For Federal Fiscal Year 2028, approximately \$1.4 Million is available in CIRTPA TAP funds to award. The CIRTPA staff received 3 applications this year requesting \$965,124. The projects are:

**Sponsor:** City of Huxley  
**Project:** US 69 Trail North Side of Huxley  
**TAP Request:** \$147,924  
**Total Cost:** \$194,706

[Click here for a copy of the City of Huxley's application.](#)

**Sponsor:** City of Van Meter  
**Project:** Richland Road Trail  
**TAP Request:** \$650,000  
**Total Cost:** \$1,024,435

[Click here for a copy of the City of Van Meter's application.](#)

**Sponsor:** City of Winterset  
**Project:** Winterset Park 2024 Trail  
**TAP Request:** \$167,200  
**Total Cost:** \$209,000

[Click here for a copy of the City of Winterset's application.](#)

## SMALL COMMUNITY FUND APPLICATIONS

For Federal Fiscal Year 2025, approximately \$270,000 is available in CIRTPA STBG funds to award. The CIRTPA staff received 3 applications this year requesting \$720,000. The projects are:

**Sponsor:** City of Dawson  
**Project:** P 46 Reconstruction  
**STBG Request:** \$250,000  
**Total Cost:** \$1,449,705

[Click here for a copy of the City of Dawson's application.](#)

**Sponsor:** City of Huxley  
**Project:** Intersection of Highway 69 to Anthem Drive  
**STBG Request:** \$200,000  
**Total Cost:** \$2,400,000

[Click here for a copy of the City of Huxley's application.](#)

**Sponsor:** City of Story City  
**Project:** Broad Street Reconstruction Phase 4 Project  
**STBG Request:** \$270,000  
**Total Cost:** \$816,319

[Click here for a copy of the City of Story City's application.](#)

## RECOMMENDATION:

None. Report and discussion only.

## STAFF CONTACT:

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
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