

**Secretarial Notes**  
**Regional Planning Affiliation (RPA)**  
**Technical Advisory and Policy Board Joint Meeting**

**Date:** Thursday, July 27, 2017  
**Time:** 9:00 a.m.  
**Place:** ECIA, 7600 commerce Park, Dubuque, Iowa 52002

**Technical Advisory Board Members Present:**

<input checked="" type="checkbox"/> Todd Kinney, Chair <i>Engineer, Clinton County</i> <i>(proxy Tom Determann)</i>	<input checked="" type="checkbox"/> Anthony Bardgett** <i>Engineer, Dubuque County</i> <i>(proxy Daryl Klein)</i>	<input checked="" type="checkbox"/> Anthony Bardgett** <i>Delaware County Engineer</i> <i>(proxy Jeff Madlom)</i>
<input checked="" type="checkbox"/> Clark Schloz <i>Engineer, Jackson County</i> <i>(proxy Jack Willey)</i>	<input checked="" type="checkbox"/> Tim Vick <i>City of Manchester</i> <i>(proxy Milt Kramer)</i>	<input type="checkbox"/> Gerald Smith <i>City of Maquoketa</i> <i>(proxy Diane Frandsen)</i>
<input checked="" type="checkbox"/> Steve Lindner <i>City of DeWitt</i>	<input type="checkbox"/> Jason Craft <i>City of Clinton</i> <i>(proxy Jacob Coupee)</i>	<input checked="" type="checkbox"/> Lori McKinley <i>Regional Transit Authority</i> <i>(RTA)</i>
<input type="checkbox"/> Dennis Hart <i>Clinton MTA</i>	<input type="checkbox"/> Randy Zobrist <i>Riverbend Transit</i>	<input checked="" type="checkbox"/> Kelley Deutmeyer <i>ECIA Executive Director</i>

**Policy Board Members Present:**

<input checked="" type="checkbox"/> Daryl Klein <i>Dubuque County</i> <i>(proxy Anthony Bardgett)</i>	<input checked="" type="checkbox"/> Jack Willey <i>Jackson County</i> <i>(proxy Clark Schloz)</i>	<input checked="" type="checkbox"/> Jeff Madlom <i>Delaware County</i> <i>(proxy Anthony Bardgett)</i>
<input checked="" type="checkbox"/> Tom Determann <i>Clinton County</i> <i>(proxy Todd Kinney)</i>	<input checked="" type="checkbox"/> Milt Kramer <i>City of Manchester</i> <i>(proxy Tim Vick)</i>	<input checked="" type="checkbox"/> Don Thiltgen, Chair <i>City of DeWitt</i> <i>(proxy Steve Lindner)</i>
<input type="checkbox"/> Don Schwenker <i>City of Maquoketa</i> <i>(proxy Gerald Smith)</i> <i>(proxy Diane Frandsen)</i>	<input type="checkbox"/> Mark Vulich <i>City of Clinton</i> <i>(proxy Jason Craft)</i>	<input type="checkbox"/> Paul Konrardy <i>Small Cities, Jackson County</i>
<input type="checkbox"/> Mick Michel <i>Small Cities, Dubuque County</i>	<input checked="" type="checkbox"/> Linda Gaul** <i>Small Cities, Delaware County</i> <i>(proxy Donna Boss)</i>	<input checked="" type="checkbox"/> Andrew Kida <i>Small Cities, Clinton County</i>
<input checked="" type="checkbox"/> Sam Shea* <i>IA DOT</i>	<input checked="" type="checkbox"/> Shirley Helmrichs <i>Transit Representative (RTA)</i>	<input checked="" type="checkbox"/> Kelley Deutmeyer <i>ECIA Executive Director</i>

**Others Present:** Jay Wickham, Dubuque County

**Staff Present:**

<input checked="" type="checkbox"/> Chandra Ravada <i>Transportation Director</i>	<input type="checkbox"/> Sarah Berning <i>Project Services Manager</i>	<input checked="" type="checkbox"/> Dan Fox <i>ECIA Planner</i>
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A quorum was present. \*Non-Voting Advisory Member \*\*Voting Member by Proxy \*\*\* Voting by phone

## **Call to Order**

The RPA Technical Advisory Board meeting was called to order by RPA Technical Advisory Board Chair, Todd Kinney at 9:00 a.m.

The RPA Policy Board meeting was called to order by RPA Policy Board Chair, Don Thiltgen at 9:00 a.m. Introductions were made at this time.

## **Review/Approve the Agenda for the Thursday, July 27, 2017 Technical Advisory Board and Policy Board joint meeting**

Motion by Scholz, second by Lindner from the RPA Technical Advisory Board to approve the agenda for the Thursday, July 27, 2017 RPA meeting. The motion passed unanimously.

Motion by Kramer, second by Madlom from the RPA Policy Board to approve the agenda for the Thursday, July 27, 2017 RPA meeting. The motion passed unanimously.

## **Review/Approve the minutes and receive and file the secretarial notes from Thursday May 25, 2017 RPA Technical Advisory Board and Policy Board joint meeting**

Motion by Scholz, second by Vick from the RPA Technical Advisory Board to approve the minutes and receive and file the secretarial notes from the Thursday May 25, 2017 joint RPA Technical Advisory Board and Policy Board meeting. The motion passed unanimously.

Motion by Klein, second by Wiley from the RPA Policy Board to approve the minutes and receive and file the secretarial notes from the Thursday May 25, 2017 joint RPA Technical Advisory Board and Policy Board meeting. The motion passed unanimously.

## **Discuss additional needs for RPA 8 members on project development and administration**

Ravada explained every 5 years staff touch base with members needs on project development and administration. Ravada therefore asked Board if they would like staff to look into any additional services needed.

Deutmeyer stated the thought process behind this discussion is due to the upcoming swap funds. Deutmeyer realizes with the swap funds, some of the smaller cities might not have the capacity or the upfront cost to take on any extra work the swap funds may create. Deutmeyer addressed the Board asking them if the Board felt there is a need for our staff to take on some of the initial work that will come with the swap funds or even add a position. Deutmeyer suggested forming a committee to outline community needs and identify available funding.

Kida stated the City of Camanche has projects they would like to complete or get involved in, but due to the upfront cost they are not even able to consider these projects.

Klein questioned if these projects were all related to RPA8. Klein stated he feels there is a need, although all projects are not related to RPA8, which would be something to keep in mind.

Deutmeyer agreed, stating we would have to filter through the projects making sure they are related to RPA8 and transportation.

Discussion followed.

Wickham asked Deutmeyer how this position would be funded.

Deutmeyer stated for RPA8 and transportation related projects, some of the funding could come from RPA funding and some could come from project related funding, or a combination of both. Deutmeyer stated she would like to be able to fund this position long term.

Kinney stated he feels ECIA could add value to small cities. Kinney stated the new staff person could help small cities identify projects within their communities and help them with the planning and scheduling phase of their project.

Discussion followed.

Ravada stated IA DOT will be coming out with language on how the swap funding will work. Ravada stated at that time RPA will look at forming a subcommittee to go over the details of the swap funding and look at what needs to be done.

### **Review/Approve RPA Final FY 2017 Public Participation Plan**

Motion by Klein, second by Willey to open the public hearing. The motion passed unanimously. The public hearing opened at 9:27 a.m.

Ravada explained that the Public Participation Plan describes the public input process for all documents created for RPA, also other transit systems utilize this document at reference to their public input process, like RTA and Clinton MTA. Ravada stated he received input from IA DOT and all changes were made to the document as suggested. Ravada asked for approval from the Board.

Motion by Schloz, second by Lindner to recommend to the RPA Policy Board approval of the RPA Final FY 2017 Public Participation Plan. The motion passed unanimously.

Motion by Madlom, second by Willey to approve the RPA Final FY 2017 Public Participation Plan. The motion passed unanimously.

### **Review/Approve Final Fiscal Year 2018-2021 RPA 8 Transportation Improvement Program (TIP)**

Ravada referred to the Fiscal Year 2018-2021 RPA 8 Transportation Improvement Program (TIP) handout, stating two changes for Jackson County in regards to cost estimate for federal aid.

- On E29 (Division St) Over Beers Creek, bridge replacement
- On E17 (150<sup>th</sup> St) Over Jess Branch, bridge replacement

Ravada stated Clinton County pavement rehab project on Z34, description was duplicated. Ravada stated these changes will be made within the TIP.

Lindner pointed out Wagner is still listed as board member.

Kinney pointed out Staszewski is still listed as board member.

Motion by Schloz, second by Lindner to recommend to the RPA Policy Board approval of the amended Final Fiscal Year 2018-2021 RPA 8 Transportation Improvement Program (TIP). The motion passed unanimously.

Motion by Madlom, second by Willey to approve the amended Final Fiscal Year 2018-2021 RPA 8 Transportation Improvement Program (TIP). The motion passed unanimously.

Motion by Boss, second by Madlom to close the public hearing. The motion passed unanimously. The public hearing was closed at 9:31 a.m.

**Review/Approve STBG funding limits from \$250,000 to \$350,000 for RPA 8 Small City Surface Transportation Block Grant (STBG) program projects for Federal Fiscal Year 2021**

Ravada stated that at the last RPA Board meeting the Board discussed raising the funding limits for STBG funds from \$250,000 to \$350,000. Ravada noted the Board voted to table agenda item at the May 25<sup>th</sup> Board meeting. Ravada stated he is now looking for Board approval to raise STBG funding limits from \$250,000 to \$350,000.

Kinney stated the fact that the Board also discussed raising the TAP funding limit also. Kinney questioned what came of that discussion.

Ravada explained the Federal Highway approached the IA DOT about their process for administering TAP funding, stating their process was incorrect. Ravada stated the IA DOT then came out with a new process for administering TAP funding. Again the Federal Highway said the process is still incorrect, therefore the Federal Highway will write new regulations to be used for administering TAP funding. Ravada stated IA DOT is still waiting for final regulations from the Federal Highway.

Motion by Schloz, second by Lindner to recommend to the RPA Policy Board approval to rescind the motion made on May 25, 2017 to request for additional funding by Camanche on 9<sup>th</sup> Ave Project through RPA 8 Small City Surface Transportation Block Grant (STBG) program projects for Federal Fiscal Year 2021 and to recommend to the RPA Policy Board approval of the STBG funding limits from \$250,000 to \$350,000 for RPA 8 Small City Surface Transportation Block Grant (STBG) program projects for Federal Fiscal Year 2021.

Motion by Klein, second by Willey to approve to rescind the motion made on May 25, 2017 to request for additional funding by Camanche on 9<sup>th</sup> Ave Project through RPA 8 Small City Surface Transportation Block Grant (STBG) program projects for Federal Fiscal Year 2021 and to approve the STBG funding limits from \$250,000 to \$350,000 for RPA 8 Small City Surface Transportation Block Grant (STBG) program projects for Federal Fiscal Year 2021.

**Form a subcommittee to rank TAP flex funds applications.**

Ravada stated staff received 5 applications for the TAP flex funds, requesting roughly \$950,000.00, although Ravada stated RPA8 has \$700,000.00 for funding TAP projects. Ravada stated a subcommittee will need to be formed to rank TAP applications. Ravada requested 5 members of the Board to volunteer to serve on the subcommittee. The members who volunteered for the subcommittee are; Schloz, Lindner, Madlom, Vick, Willey.

**Comments from the public**

There was no public present or written comments received.

**Other Business and Announcements**

There was no other business.

**Adjournment**

Motion by Schloz, second by Vick to adjourn the Thursday, July 27, 2017 RPA Technical Advisory Board meeting. The motion passed unanimously. The meeting adjourned at 9:44 a.m.

Motion by Boss, second by Madlom to adjourn the Thursday, July 27, 2017 RPA Policy Board meeting. The motion passed unanimously. The meeting adjourned at 9:44 a.m.

Respectfully,

Chandra Ravada  
Transportation Director