
MEETING Minutes

RPA-1 Transportation Policy Board

Thursday, March 28, 2019, 11:00 a.m. – Upper Explorerland RPC, Postville

Board members in attendance: Dean Thompson, Winneshiek County; Larry Schellhammer, Allamakee County; Janell Bradley, Fayette County; Lorraine Borowski, Decorah; Jerry Steven, Howard County; Ray Peterson, Clayton County; Dylan Mulfinger, Oelwein.

Others in attendance: Aaron Detter, Michelle Barness, and Rachelle Howe (UERPC); Krista Billhorn (IDOT); Lee Bjerke; Brian Ridenour; Rafe Koopman; Vic Kane; Denise Schneider (Guttenberg); Rod Marlatt; Mallory Hanson; Jenna Pollock; Jeremy Bril; Joel Fantz; and Nick Rissman.

1. Meeting was called to order at 11:08 a.m. by Detter.
2. Election of Officers: After discussion, a motion was made by Schellhammer to elect Bradley as Chair, seconded by Thompson, unanimously approved. A motion was then made by Thompson to elect Mulfinger as Vice Chair, seconded by Bradley, approved unanimously.
3. A motion to approve the agenda was made by Borowski, seconded by Peterson, and approved unanimously.
4. A motion to approve the October 25, 2018 and November 7, 2018 meeting minutes was made by Thompson, seconded by Schellhammer, and approved unanimously.
5. Detter reviewed possible updates to the by-laws, including clarifying what constitutes a quorum, identifying whether the Policy Board should be required to designate alternates, and updating state law references.

Marlatt shared an additional recommendation from the Enhancement Committee to specifically state in the by-laws that the county conservation board directors are members of the Enhancement Committee, and to add language stating that Safe Routes to School (SRTS) and Scenic-Byways representatives are ex-officio members.

Thompson raised the issue of whether Policy Board members should be required to designate alternates. Billhorn explained that the intent of state law is that the Policy Board is the authoritative body for the region and therefore must have designated alternates, to be submitted at the beginning of each year. On the other hand the transportation committees are advisory and are based on voluntary membership and therefore are not required to name alternates.

Howe stated that in the future RPA-1 planning staff will send out clear requirements for alternate designation so all counties are on the same page.

Thompson verified with Billhorn that the standing committees aren't required to have designated alternates and Billhorn confirmed. Committee members can decide on alternates as needed.

Mulfinger made a motion to incorporate changes in the by-laws including the Enhancement Committee recommendation to state conservation board director membership and identify ex-officio members, as well as to incorporate language requiring that Policy Board members designate alternates at the beginning of the year, seconded by Schellhammer, unanimously approved.

Thompson verified with Detter that John Logsdon is the only Winneshiek County Policy Board alternate for the current year.

Policy Board members requested that in the future RPA-1 and IDOT correspondence be addressed to Policy Board voting members only, and that board members would then share with alternates as needed.

Thompson raised the question of how a quorum should be addressed in the by-laws in the future. Detter suggested considering a simple majority of total members for a quorum, and a majority of those present for a vote to pass.

Thompson made a motion to revise the by-laws to clarify that a supermajority of total members will constitute a quorum, that board actions may be passed by a simple majority of members present, and to also incorporate required state reference changes, seconded by Mulfinger, approved unanimously.

Detter will create a red lined draft of the revised by-laws for review by the Policy Board at the next meeting.

6. Detter reviewed the scoring of projects for FFY 2023 Transportation Alternatives Program (TAP) funding by the Enhancement Committee. The Fayette County Conservation Board project to extend the Turkey River Recreational Corridor (TRRC) north towards Winneshiek County received the highest scores and was recommended by the Enhancement Committee for the full funding amount available, totaling \$171,000.

Schellhammer made a motion to award FFY 2023 TAP funding to the Fayette County CCB project as recommended by the Enhancement Committee, seconded by Borowski, approved unanimously.

7. Detter briefly reviewed the applications received for FFY 2023 Surface Transportation Block Grant (STBG) funding and passed around a sheet listing goals from the current RPA-1 Long Range Transportation Plan (LRTP).

Detter shared the Technical Committee's recommendation to fully fund the City of Guttenberg's North 5th St. project for the total amount requested totaling \$344,640, and to award \$2,519,000 to the Howard County V10 / Dale Ave. project.

Thompson requested more information on the recommendation to award the City of Guttenberg project, given the fact that STBG funding has typically been awarded to inter-county connector type projects.

Detter explained that the STBG funding allocation for the region accounts for total population, including populations within incorporated cities, and they are therefore eligible applicants as long as the projects meet other STBG funding criteria.

Barness explained that the goals of the current Long Range Transportation Plan (LRTP) were considered in selecting projects to award. Billhorn elaborated on the importance of considering the goals within the region's LRTP. They set the "tone" for the region's project planning process, and amongst other things ask that all forms of transportation be considered.

Fantz explained that while he had reservations about the Guttenberg project with regards to lack of regional significance, he respected Clayton County's support for the city project, and stated the understanding that the funds awarded to Guttenberg would be applied to the Clayton County sub-allocation.

A motion was made by Stevens to approve the Tech Committees recommendation to award 2023 STBG funding to Guttenberg and Howard County in the amounts described, with the understanding that funds awarded to the Guttenberg project will come out of the Clayton County sub-allocation in the future, seconded by Thompson, approved unanimously.

Billhorn asked whether RPA-1/UERPC transportation planning would be awarded STBG funding. Detter explained that in previous discussion with the Board it was decided that STBG funds awarded to UERPC for transportation planning would be off the top. Billhorn reminded the Board that even in that case such a request should always be considered in making funding awards.

Mulfinger made a motion to award RPA-1 \$30,000 of the FFY 2023 STBG target for transportation planning and to require that the RPA transportation planning funding requests continue to be considered during the annual award process, seconded by Borowski, approved unanimously.

8. Barness described a Memorandum of Understanding (MOU) between the RPA and regional trail partners for a joint trail counter system purchase. She also reviewed an amendment to the SFY 2019 Transportation Planning Work Program (TPWP) Equipment and Supplies activities to specifically identify the trail counter purchase and a purchase of a RIMS-II model for use in the Backbone Trail System economic impact analysis. The amendment does not increase, decrease or move funds within the budget, but just clarifies how already identified funds will be used.

Board members briefly discussed trail counter data with regards to averaging, accuracy and future sharing. Barness explained that online portals will allow assessment and analysis of data on a daily, weekly, monthly and annual basis, and will help streamline sharing data. Accuracy is anticipated to increase because of the consistency of the long-term trail count, though information gathered is not always 100% accurate (e.g. round-trip trail visitors may be captured twice). Overall, trail counter systems are anticipated to provide a more reliable picture of the use of trails in the region.

Peterson made a motion to approve the MOU with trail partners for the purchase and management of the trail counter system, and to approve the amendment to the Equipment and Supplies budget item in the SFY 19 Transportation Planning Work Program (TPWP) to specify the purchase of the trail counter system and the RIMS-II Model, seconded by Mulfinger, approved unanimously.

9. RPA-1 transportation planning updates:

- Detter updated the Board on the status of the Long Range Transportation Plan (LRTP). The update was extended 6 months with a new September 2019 final approval date, with a draft to be submitted to the DOT for review by June of 2019. The Policy Board and transportation committees will be given a chance to review the LRTP draft after feedback is received from the IDOT. A public comment and review period will also occur by September.
- Detter reviewed an administrative modification to amend project description language for an Arlington project. The modification had been reviewed by the Policy Board and Technical Committee chairs before proceeding.
- Detter explained that Sam Castro is no longer Mobility Manager for EARL Public Transit. The grant funding the mobility manger position in the region expired and new funding was not identified. Transit Director Maura Jones will assume the duties and responsibilities previously managed by the Mobility Manager.
- Detter explained that RPA staff will begin work on the FFY 2020 – 2023 Transportation Improvement Program (TIP) in the coming months. Detter will coordinate with project sponsors to identify status of projects.
- Barnes reviewed the draft SFY 2020 Transportation Planning Work Program (TPWP). She shared copies of the planning activities and budget section of the draft TPWP, explaining each planning category and describing how activities are budgeted for the coming fiscal year. No specific feedback was received from the Board.
- Detter explained that the RPA would be inviting IDOT Office of Systems Planning Statewide Planning Coordinator Andrea White to come and speak with the Policy Board and transportation committees at an upcoming meeting.

10. Billhorn shared DOT updates:

- The IDOT Commission met in February and will hold public input meetings in Cedar Rapids in April and Council Bluffs in July. Those that would like to be added to the agendas should be in touch with her.

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- The IDOT Commission is currently working on its 5-year program. The Blackhawk Bridge in Lansing is on the candidate list for 10-year out projects. The bridge is currently in the NEPA planning process,

and the next public meeting on the bridge will be held in June. At that point bridge alternatives will be more refined, and more information will be available on bridge design.

11. Floor items:

- Mulfinger shared that the Hwy 150 Coalition would be meeting on March 29th, 2019.

12. Detter discussed that the next meeting would be in conjunction with TIP and TPWP approval deadlines, likely in May. The Board discussed and settled on a meeting date of May 30th.

13. A motion to adjourn was made by Mulfinger, seconded by Peterson, and approved unanimously. Meeting adjourned at 12:00 pm.