

**Minutes**  
**Regional Planning Affiliate 13 – Joint Policy Board and Technical Committee**  
**Thursday March 18, 2021 – 2:00 p.m.**  
**ZOOM**  
**Meeting ID: 892 7300 9913**  
**Passcode: 969210**

1. **Call to Order.** Vice Chair Robinson called the meeting to order at 2:03 p.m.
2. **Roll Call.** DeBord took roll call. Those in attendance were:
  - a. **Technical Committee:** Karen Albert, JD King, John Lund, AJ Lyman, and Gary McClarnon.
  - b. **Policy Board:** Alan Armstrong, John Hartkopf, Dave Jones, AJ Lyman, and Gary McClarnon.
  - c. **Others Present:** Dani Briggs, Tammy DeBord, and Alexis Fleener, all with SWIPCO.
3. **Approve Agenda.** Jones moved to approve the agenda and Armstrong seconded. The motion passed with all ayes.
4. **Approve 7-7-2020 Minutes.** Armstrong moved to approve the minutes of the July 7, 2020 meeting. Lund seconded. The motion passed with all ayes.
5. **Election of officers.** Robinson moved to elect Brad Wright as chair and JD King as vice chair of the technical committee. Armstrong seconded. The motion passed with a 9 ayes and 1 nay from King. Armstrong moved to elect Randy Hickey as chair and Donna Robinson as vice chair of the policy board. Lyman seconded the motion and it passed with all ayes.
6. **Review and Approve FY2022 TPWP draft.** Fleener presented the FY22 TPWP draft for review. The Transportation Planning Work Plan (TPWP) is the transportation planning document for the upcoming fiscal year. It allocates the budget and funding sources. There are no major changes from the FY21 TPWP.
  - a. **Technical Committee.** McClarnon moved to recommend approval of the draft TPWP. King seconded and the motion carried.
  - b. **Policy Board.** Armstrong moved the policy board approve the draft TPWP. McClarnon seconded. The motion passed with all ayes.
7. **Review and Approve Amendment to FY2021-24 TIP.** DeBord explained the city of Villisca has a bridge project that was not put into the TIP. The project is between the city of Villisca and the Iowa DOT for \$1.8 million. \$1 million is in grant form from the Iowa DOT, the remaining \$800,000 is the responsibility of the city. The technical committee and policy board requested more information before approving the amendment. The item will be moved to the May meeting agenda.
8. **Review, Score, and Approve STBG projects.** SWIPCO received three applications from member cities for approval, and one from SWIPCO for their annual allocation of funds.
  - a. SWIPCO requested \$10,000 for their annual STBG allocation for planning.
  - b. The city of Shenandoah requested \$573,760 for a 1.44 mile street resurfacing project for FY22. They are providing \$459,240 in matching funds. The project average score was 89 points out of 100.
  - c. The city of Red Oak requested \$330,000 for a .25 mile street reconstruction project for FY22. They are providing \$200,000 in matching funds. The project average score was 87.5 points out of 100.
  - d. The city of Atlantic requested \$1,068,821 in STBG funds for a street reconstruction project for FY24. The city is providing a local match of \$307,806. The project average score was 78.25 points out of 100.

- e. DeBord shared the RPA has a significant STBG balance that was noted in the findings of the 2020 review done by the DOT. In addition, she believes they would remain fiscally constrained with the approval of all the projects in addition to the projects already programmed.
  - f. Lund moved the Technical Committee recommend approval of all of the STBG applications received. McClarnon seconded the motion. The motion passed with all ayes.
  - g. Armstrong moved the policy board approve all of the STBG applications received. McClarnon seconded and the motion carried.
9. **Review and Approve Title VI Plan.** SWIPCO Executive Director John McCurdy distributed the plan for review via email. DeBord provided a synopsis of the plan as one that prevents discrimination from RPA 13, the process to receive, acknowledge, and address complaints, as well as a section on property acquisition and construction. Lyman moved to have the technical committee recommend approval of the plan and King seconded. The motion passed with all ayes. Lyman moved the policy board approve the plan and Armstrong seconded. The motion carried.
10. **Discussion on current projects.**
- a. DeBord reported SWIPCO received two TAP applications, one from Stanton and one from Clarinda. She sent them to the IDOT for comment and the DOT sent them back with some comments. DeBord sent the comments to the cities so they could revise their applications. These will be up for review at the May meeting.
  - b. Briggs gave an update on the special project, trails plan. She has met with the Cass County Trails group to review their last plan from 2008. She also reported the group had made a partnership with the National Park Service. Currently a survey is out in Cass County to gain public input for the plan. Once the Cass County plan is finished it will be incorporated into a regional trails plan.
11. **Other Business.** A joint meeting will be held in May. DeBord will send out a survey for the best date at the beginning of the month. The group decided to continue with the zoom format for the May meeting.
12. **Adjourn.** Armstrong moved to adjourn the meeting at 2:33 p.m.

**\*Any individual requesting accommodations should do so no later than 36 hours prior to the scheduled meeting.**

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