

**MINUTES**  
**Regional Planning Affiliate 13 – Policy Board and Technical Committee**  
**Tuesday June 7, 2022 – 2:00 P.M.**  
**Red Oak Fire Hall, 1904 North Broadway, Red Oak OR via Zoom**  
**Meeting ID: 863 1845 9419**  
**Passcode: 590535**

1. **Call to Order.** Technical Committee Chair Wright called the meeting to order at 2:03 p.m.
2. **Roll Call.**
  - a. Technical Committee: Karen Albert, Dan Davis, JD King, John Lund, AJ Lyman, Gary McClarnon, Trent Wolken all on zoom, and Brad Wright in person.
  - b. Policy Board: Alan Armstrong, AJ Lyman, Gary McClarnon on zoom and Donna Robinson, Brad Wright in person.
  - c. Staff present: Tammy DeBord and Danielle Briggs.
  - d. Others present: None.
3. **Approve Agenda.** McClarnon moved to approve the agenda and Robinson seconded. The motion passed with all ayes.
4. **Approve March 30, 2022 Minutes.** Lund moved to approve the minutes. Armstrong seconded. The motion carried.
5. **Review and Approve FY2023-2026 DRAFT TIP.** DeBord presented the draft TIP for review by the technical committee and policy board. The fiscal constraint table, federal aid table, and programmed projects were the significant changes from the previous year.
  - a. **Technical Committee.** King moved to recommend approval of the draft TIP. Wolken seconded the motion. The motion passed with all ayes.
  - b. **Policy Board.** McClarnon moved to approve the draft TIP. Lyman seconded. Motion carried.
6. **Review and Approve FY2023 Final Transportation Planning Work Program.** DeBord presented the final TPWP for review. Changes from the draft include added dollar amounts to each work element; distinguishing which staff member will work on what project; what a consultant projects would include; and finalizing special projects which are GIS trail mapping and trail development guide book.
  - a. **Technical Committee.** Davis moved to recommend approval of the final TPWP as presented. Wolken seconded and the motion passed with all ayes.
  - b. **Policy Board.** Robinson moved to approve the final FY23 TPWP. McClarnon seconded the motion. The motion carried.
7. **Review and Approve TAP Application.** DeBord informed the group one application had been received from the City of Farragut for their admiral trail project phase 3. The request is for \$125,000 of a \$612,000 budget for 1.5 miles of trail from 390<sup>th</sup> Avenue to highway 2. This is part of a larger plan to attach to the Wabash Trace Nature Trail. If approved approximately \$120,000 will roll over in the TAP fund for next year.

- a. **Technical Committee.** Lyman moved to recommend approval of the application with the conditions of receiving matching grant funds and any changes required by the DOT. Lund seconded and the motion passed.
  - b. **Policy Board.** McClarnon moved to approve the TAP application for \$125,000 from Farragut with conditions of match money being awarded and DOT approval. Robinson seconded and the motion carried.
8. **Update on Current Projects.** Staff had worked on bids for data mapping software, final TPWP development, and draft TIP development. Staff has not received any updates on IJJA at this time, but expect to at the regional meeting in two weeks in Ames.
9. **Small Community and Public Comments.** None presented.
10. **Other Business.**
  - a. Robinson shared that due to the lack of in person attendance at the meeting that meetings should go back to zoom only. Staff concurred.
  - b. Staff shared that Alexis Fleener has given her notice and her last day with SWIPCO will be June 24.
  - c. DeBord reminded the committee and board we will need to meet the first two weeks to July to approve the final TIP. King reminded the engineers they have a conference the week of July 11-15, so the RPA meeting will need to be the week of July 5-9.
11. **Adjourn.** McClarnon moved to adjourn the meeting at 2:17 p.m. Armstrong seconded. The motion carried.