

**MINUTES**  
**Regional Planning Affiliate 13 – Policy Board and Technical Committee**  
**Tuesday January 31, 2023 – 2:00 p.m.**  
**ZOOM**  
**Meeting ID: 839 3066 7751**  
**Passcode: 639268**

1. **Call to Order.** 2022 Policy Board Vice Chair Donna Robinson called the meeting to order at 2:05 p.m.
2. **Roll Call.**
  - a. **Technical Committee:** Karen Albert, Dan Davis, JD King, AJ Lyman, Gary McClarnon, Shawna Silvius, and Trent Wolken.
  - b. **Policy Board:** AJ Lyman, Gary McClarnon, Bernard Pettinger, Donna Robinson, and Shawna Silvius.
  - c. **SWIPCO Staff:** Danielle Briggs and Tammy DeBord
  - d. **Others Present:** Jenna Ramsey, Stanton Foundation.
3. **Approve Agenda.** McClarnon moved to approve the agenda. Lyman seconded. Motion passed with all ayes.
4. **Approve November 16, 2022 Minutes.** McClarnon moved to approve the minutes of the November 16, 2022 meeting. Lyman seconded. The motion passed with all ayes.
5. **Election of Officers.**
  - a. **Technical Committee.**
    - i. McClarnon nominated and moved to make JD King chair of the Technical Committee. Davis seconded the motion. The motion passed with Ayes from Albert, Davis, Lyman, McClarnon, Wolken, and Silvius. One nay from King.
    - ii. King nominated and moved to make Wolken vice chair of the Technical Committee. McClarnon seconded. The motion passed with all ayes.
  - b. **Policy Board.**
    - i. McClarnon nominated and moved to make Shawna Silvius chair of the Policy Board. Lyman seconded and the motion passed with all ayes during roll call vote.
    - ii. Lyman nominated and moved to make Donna Robinson vice chair of the Policy Board. McClarnon seconded. The motion passed with all ayes.
6. **Review and Approve FFY 27 STBG applications.** DeBord shared two STBG applications were received.
  - a. Fremont County is requesting \$1.6 million for Phase 4 of the J18 project. The one mile project is from 410<sup>th</sup> Ave. to Hwy 59 and will remove the Y intersection, making it a T intersection. \$400,000 match from FM funds.
    - i. Lyman moved the Technical Committee recommend approval. Wolken seconded and the motion passed with all ayes.

- ii. Robinson moved the Policy Board approve the STBG application for \$1.6 million from Fremont County. Lyman seconded. The motion passed with all ayes.
  - b. SWIPCO requested \$10,000 for their annual STBG funds for administration.
    - i. McClarnon moved the Technical Committee recommend approval. Lyman seconded. The motion passed with all ayes.
    - ii. Lyman moved the Policy Board approve the SWIPCO STBG request for FFY 27. McClarnon seconded. The motion passed with all ayes.
- 7. Review and Approve Draft Passenger Transportation Plan.** Briggs presented the draft Passenger Transportation Plan (PTP) for review. This is a five year joint plan with RPA 18, covering all eight counties of southwest Iowa including the city of Council Bluffs. This plan is to guide the public transportation goals for the next five years and identify needs and how they can be addressed. A survey was conducted in fall of 2022 and the data was presented at a Transportation Advisory Group (TAG) meeting in December 2022 where results were discussed. In addition the plan discusses fleets of public transportation, services provided, and funding sources.
  - a. Davis moved the Technical Committee recommend approval of the draft PTP to the Policy Board. King seconded the motion. The motion passed with all ayes.
  - b. McClarnon moved the Policy Board approve the draft PTP as presented. Lyman seconded and the motion passed with all ayes.
- 8. Review and Approve Stanton TAP grant amendment – TPMS project 48653.** Jenna Ramsey spoke on behalf of the project. Ramsey explained that due to the increase in construction costs, and the need to finish the project before December 2023, the project is being divided into two separate phases, 1A and 1B. The first half will be completed this year and the second next year.
  - a. King moved to recommend approval of the amendment to the Stanton TAP grant. Davis seconded the motion. Technical Committee passed the recommendation with all ayes.
  - b. Robinson moved to approve the amendment to TPMS project 4865, Stanton TAP grant. McClarnon seconded. The motion passed with all ayes.
- 9. Review and Approve TIP Amendment – City of Atlantic TPMS project 48643.** DeBord explained the city would like to move the project from FY24 to FY25. No budget amendment at this time, they will do that when the project is closer to the let date and costs are better known.
  - a. Wolken moved to recommend the Technical Committee approve. Lyman seconded. The motion passed with all ayes.
  - b. McClarnon moved to approve by the Policy Board. Lyman seconded and the motion carried.
- 10. Review and Approve TIP Amendment – Montgomery County TPMS project 38525.** Albert explained the project is ready to let but the cost had increased from \$569,136 when it was originally approved to \$693,888 due to increase in cost.
  - a. King moved the Technical Committee recommend approval of the TIP amendment for TPMS project 38525 in Montgomery County. Wolken seconded. The motion passed with all ayes.
  - b. Lyman moved the policy board approve the TIP amendment for project 38525. Robinson seconded. The motion passed with all ayes.

**11. Review and Approve TIP Amendment – Page County TPMS project 45182.** King explained the project has been identified by the ICEA committee as a good project for the RAISE grant applications. To do so, the project must be changed from a BRS project to an Illustrative project in TPMS.

- a. McClarnon moved to recommend approval of the amendment to the Page County project 45182 in the TIP by the Technical Committee. Wolken seconded. The motion passed with all ayes.
- b. Lyman moved the policy board approve the TIP amendment for project 45182. Pettinger seconded. The motion passed with all ayes.

**12. Current Projects.** DeBord reported:

- a. Iowa DOT and FHWA have not come to an agreement over TAP funding for this fiscal year. Iowa DOT has told RPA and MPO to not accept or solicit any TAP applications until the matter is resolved. Normally RPA 13 would be in their application period now. She does not foresee a TAP period happening this fiscal year, and will keep everyone informed as it moved forward.
- b. DeBord received a survey from Iowa DOT regarding highway safety. She will be forwarding to the board and technical committee to take.

**13. Small Community and Public Comments.** None received.

**14. Other Business.** DeBord shared that Briggs will be going on maternity leave soon, and if anyone is working with her on projects to please reach out to DeBord in the interim.

**15. Adjourn.** Robinson moved to adjourn the meeting at 2:43 p.m. Lyman seconded. Meeting was adjourned.