

Minutes
Regional Planning Affiliate 13 – Policy Board and Technical Committee
Wednesday May 31, 2023 – 2:00 P.M.
Zoom Meeting
Meeting ID: 880 4661 8353
Passcode: 622050

1. **Call to Order.** Policy Board Chair Silvius called the meeting to order at 2:07 p.m.
2. **Roll Call.** DeBord took rolls call. Members present were:
 - a. **Policy Board:** Chris Clark, Grace Garrett, AJ Lyman, Todd Maher, Gary McClarnon, Bernard Pettinger, Donna Robinson, and Shawna Silvius.
 - b. **Technical Committee:** Karen Albert, Dan Davis, JD King, John Lund, AJ Lyman, Gary McClarnon, Trent Wolken, and Shawna Silvius.
 - c. **SWIPCO Staff:** Danielle Briggs, Tammy DeBord, and Erin Hudson.
 - d. **Others Present:** Scott Suhr, Iowa DOT.
3. **Approve Agenda.** Garrett moved to approve the agenda. Robinson seconded. The motion passed with all ayes.
4. **Approve April 24, 2023 Minutes.** Pettinger moved to approve the minutes of the April 24, 2023 meeting, and Robinson seconded. The motion passed with all ayes.
5. **Review and Approve FY2024-2027 DRAFT TIP.** DeBord presented the draft TIP for review. Amendments included spelling of Chair Silvius' first name, and her title. Maps still need to be included.
 - a. **Technical Committee:** Wolken moved the technical committee recommend approval of the draft TIP as amended. Lyman seconded. Motion carried.
 - b. **Policy Board:** McClarnon moved to approve the draft TIP for FY24-27 with suggested amendments. Lyman seconded. The motion passed with all ayes.
6. **Review and Approve FY2024 Final Transportation Planning Work Program.** Hudson presented the Final Transportation Planning Work Program (TPWP) for approval. Changes included scope of the planning process on page 2, updates to the budget summary on page 10 due to a number rounding issue, and updating the 2CFR 200.308 to match the latest edition released in March 2023. DeBord sent the approving resolution to Chair Silvius for her signature.
 - a. **Technical Committee:** Lyman moved to recommend approval of the technical committee to the policy board. McClarnon seconded that motion. It passed with all ayes.
 - b. **Policy Board:** McClarnon moved the policy board approve the final TPWP. Robinson seconded. Motion carried.
7. **Review and Approve Statewide Distribution Formula.** DeBord presented information from the Iowa DOT on their RPA/MPO funding distribution process and methodology. The current program combines the states FTA5311 funds with 5305es and suballocated by the state to

RPA's. The formula distributes the funds by ½ equally among all RPA's, ¼ based on each RPA's population, and the final ¼ based on the ratio of the number of counties in each RPA out of the state total counties.

- a. **Technical Committee:** Lyman moved the technical committee recommend to the policy board to maintain the current funding distribution system. Wolken seconded. The motion passed unanimously.
- b. **Policy Board:** Maher moved to approve the current funding distribution system by the Iowa DOT to the RPA's. McClarnon seconded. Motion carried.

8. Update on Current Projects. DeBord reported:

- a. The final joint RPA 18 & 13 PTP was submitted and is awaiting Iowa DOT approval. There is a slight delay in approval due to staff turnover at the DOT.
- b. There is no current update on when the TAP funds will be available.
- c. Briggs has prepared an RFP for contract work for a Regional Trails Interactive Map with a street view of the trails. She has forwarded the draft to John McCurdy and is waiting for his approval before distributing, hopefully next week. The goal is to have it distributed and proposals back to be reviewed, possibly awarded, by the end of the fiscal year.
- d. Two counties have set their meetings for the urban area maps update with the Iowa DOT, Cass and Montgomery. We still need to set up meetings with Clarinda and Shenandoah before July 1. Suhr explained the maps have not been updated since the 2010 census and the DOT needs to update them for accuracy. Meetings will be held in person.

9. Small Community and Public Comments. None presented.

10. Other Business. None presented.

11. Adjourn. McClarnon moved to adjourn the meeting at 2:38 p.m. Maher seconded.

**Next meeting will be first or second week of July, DeBord will send out a doodle poll.*