

MINUTES
Regional Planning Affiliate 13 – Policy Board and Technical Committee
Tuesday October 3, 2023 – 2:00 P.M.
Zoom Meeting
Meeting ID: 819 7564 8419
Passcode: 682076

1. **Call to Order.** Chair Silvius called the meeting to order at 2:04 p.m.
2. **Roll Call.** SWIPCO Community Development Director Hudson took roll call, a quorum was present. Members present were:
Technical Committee: Karen Albert, Dan Davis, JD King, John Lund, Gary McClarnon, Trent Wolken, and Shawna Silvius.
Policy Board: Grace Garrett, Todd Maher, Gary McClarnon, Bernard Pettinger, Donna Robinson, and Shawna Silvius.
SWIPCO: Erin Hudson and Danielle Briggs.
Others Present: Mickey Anderson with the city of Stanton.
3. **Approve Agenda.** McClarnon moved to approve the agenda, Garrett seconded. Motion passed with all ayes.
4. **Approve July 14, 2023 Minutes.** Robinson moved to approve the minutes of the July 14, 2023 joint policy board technical committee meeting. Maher seconded and the motion carried with all ayes.
5. **Review and Approve FY24 TIP Amendment to project 48653 for Stanton TAP.** Hudson explained that due to an error in the TPMS software, the correct description was not carried over from FFY23 to FFY24. As the correct description was not the one approved in the FY24-27 TIP, the DOT would like an amendment to approve the “change”. In FY24 the description says “In the city of Stanton, From Prospect Street to old RR corridor to 225th Street”, it should say “From Prospect Street to Frankfurt Street”.
 - a. McClarnon moved the technical committee recommend approval to the policy board for the stated amendment. King seconded and the motion passed with all ayes.
 - b. Garrett moved the policy board approve the amendment as presented. Robinson seconded and the motion carried.
6. **Review and Approve FY2024 TIP Amendment to project 45182 for Page County.** Page County Engineer JD King explained the project was listed in the FY24-27 TIP in FFY25, but now that a RAISE grant provides funding, it needs in FFY24 to reflect the August letting schedule. This is due to the difference in fiscal year between the state and county, which ends June 30, and the end of the federal fiscal year being September 30. No dollar amounts will change.
 - a. Davis moved the Technical Committee recommend approval of the TIP amendment to move ahead project 45182 to FFY24. Wolken seconded and the motion passed unanimously.

- b. McClarnon moved the policy board approve the TIP amendment as presented. Garrett seconded and the motion passed.

7. **TAP Guidance Update.** Hudson presented the update DeBord learned at the state quarterly meeting.

- a. The Iowa DOT and Federal Highway have finally reached an agreement about Transit Assistance Set Aside program, more commonly known as TAP. Changes include:
- b. RPA 13 will need to update the application to match the new state application, and get it approved by DOT before the application cycle opens in December.
- c. Must be a competitive selection process, which RPA 13 already does.
- d. Projects should be a “high need” but it is up to RPA 13 to decide that. DeBord thinks anything in RPA 13 region would be considered “high need”, staff and the board just need to make sure that exact language is mentioned.
- e. The applicant does not need to have a county or city sponsor them now, however the state and region would still encourage this and make sure applicant is aware of the 20-year maintenance requirement, and the board should look at previous experience and likelihood of success of applicant.
- f. There will not be a minimum or maximum award amount, HOWEVER it is STRONGLY encouraged to not award very small projects or underfunded projects.
- g. Adding funds to an existing project is not allowed outside of the competitive cycle. For instance, if Stanton came to the board and requested more money for their already awarded project because costs have gone up, that would not be allowed. They may change the scope, but not the award amount.
- h. The state is expecting more from the RPA regarding guidance and working on the TAP to take some of the work off DOT. That shouldn’t affect the board, this is more of an FYI.
- i. As staff work through these changes don’t be surprised if more come up.
- j. RPA13 currently has approximately \$270,000 for FY 24 available, for this application cycle.

8. **Update on Current Projects.**

- a. DeBord will be reaching out to TAP awardees to see if and when their projects are progressing. We have three projects that have been awarded for years with no progress or letting. She will bring them to the board the next time it meets to discuss if they should have their awards rescinded. Per RPA 13 rules they are supposed to be let within two years, but have let these slide due to covid.
- b. DeBord will update the STBG FY28 application and FY24 TAP application and plans to send out around Dec. 1. These will also be posted on the SWIPCO website. If you know of anyone who would like the TAP application, please have them contact us.
- c. RFP’s have been created for the regional trails project. Briggs is talking to Executive Director John McCurdy about the RFP and making any changes needed before sending the RFP out. That goes for the software as well, determining if SWIPCO is purchasing the software, which will assist with mapping trails.
- d. Briggs reported she has joined a statewide committee with Milly Ortiz from the Iowa DOT that meets several times a year. It is a trails advisory committee. They set up guidelines regarding different kinds of trails and things like that.
- e. Long Range Transportation Plan is due by the end of year 2024.

9. Small Community and Public Comments.

- a. Chair Silvius reported that Montgomery County, Villisca, and Red Oak are all working on Comprehensive Plans.
- b. Mickey Anderson with the city of Stanton thanked the board for passing the amendment today.
- c. Garrett asked for examples of TAP projects. Briggs reported that they are usually trails, but some sidewalks for Safe Routes to School would be eligible, but most often it is trail related.

10. Other Business. None presented.

11. Adjourn. McClarnon moved to adjourn the meeting at 2:26 p.m. Maher seconded and the motion carried.