



Anthony Brown, City of Adel  
Transportation Policy Committee Chair

Tyler Christian, Marion County  
Transportation Technical Committee Chair

420 Watson Powell Jr. Parkway, Suite 200  
Des Moines, Iowa 50309  
Phone: 515.334.0075  
www.cirtpa.org

## NOTICE OF MEETING

### Central Iowa Regional Transportation Planning Alliance Transportation Policy and Technical Committees

10:00 a.m., March 27, 2023

Hybrid Meeting

420 Watson Powell Jr Way, Suite 200, Des Moines, IA 50309

1. **Call to Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**..... Page 3
  - Approve the January 19, 2023 meeting minutes.
4. **DISCUSSION: Opportunity for Regional Transportation Issues to be Discussed and Public Input** ..... Page 4
  - Opportunity for communities or individuals to present regional transportation issues for discussion or provide comments on items on the agenda.
5. **REPORT and VOTE: Approve Financial Statements**..... Page 5
  - Report on the financial statements; consider approval.
6. **REPORT and VOTE: Approve the *Fiscal Year 2022 Audit Report Draft***..... Page 6
  - Report on the draft *Fiscal Year 2022 Audit* report; consider approval.
7. **REPORT and VOTE: CIRTPA Officers for Calendar Year 2023** ..... Page 7
  - Vote on the election of new officers for the calendar year.
8. **REPORT and VOTE: CIRTPA *Federal Fiscal Years 2024 Unified Planning Work Program Draft*** ..... Page 8
  - Report on the draft of the *Fiscal Year 2024 Unified Planning Work Program*; consider approval.
9. **REPORT and OPTIONAL VOTE: *Federal Fiscal Year 2023-2026 Transportation Improvement Program Revision Requests*** ..... Page 9
  - Report on the requests to amend projects in the FFY 2023-2026 TIP; consider approval.
10. **REPORT and OPTIONAL VOTE: Small Community Funding Applications Update** ..... Page 11
  - Report on awarding Federal Fiscal Year 2024 Small Community Funding to eligible projects; consider approval.
11. **REPORT and OPTIONAL VOTE: Safe Streets for All Grant Award Update and RFP** ..... Page 12
  - Report on the SS4A grant award to the MPO/CIRTPA; consider approval.
12. **REPORT: CIRTPA Dues Discussion**..... Page 14
  - Report on the current due structure for CIRTPA.
13. **REPORT: Statewide TAP Funding Update**..... Page 15
  - Report on the CIRTPA TAP fund application process.

Boone County • Dallas County • Jasper County • Madison County • Marion County  
Polk County • Story County • Warren County • Adel • Boone • Huxley • Indianola  
Knoxville • Nevada • Newton • Pella • Perry • Story City • Winterset

*The CIRTPA receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint form, call 515-334-0075.*

14. **REPORT: Community STBG Account Update** ..... Page 16
  - Report on the communities' current STBG account balances.
15. **Next Meeting Date**
  - Approval of the next meeting date for 9:30 a.m., Thursday May 18, 2023, hybrid meeting.
16. **Adjournment**

**Virtual login information is available on the following page.**

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/137556989>

**You can also dial in using your phone.**

United States (Toll Free): [1 866 899 4679](tel:18668994679)

**Access Code:** 137-556-989

March 2023

Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Approve the minutes of the January 19, 2023 Joint Committee Meeting Committee meeting.

**BACKGROUND:**

[Click here for a copy of the January 19, 2023 meeting minutes.](#)

**RECOMMENDATION:**

Approve the minutes of the January 19, 2023 CIRTPA Joint Committee meeting.

**STAFF CONTACTS:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org); and  
Tracey Deckard, [tdeckard@dmampo.org](mailto:tdeckard@dmampo.org);  
(515) 334-0075.

March 2023

Item No. 4

**ISSUE: Opportunity for Regional Transportation Issues to be Discussed and Public Input**

DISCUSSION: Opportunity for communities or individuals to present regional transportation issues for discussion.

**BACKGROUND:**

The CIRTPA sets aside time each month for individuals and non-CIRTPA communities within the CIRTPA planning area to come in and discuss regional transportation issues or provide comments on items on the agenda.

**RECOMMENDATION:**

None. Public discussion only.

**STAFF CONTACT:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.

March 2023

Item No. 5

**ISSUE: CIRTPA Financial Statements**

REPORT AND VOTE: Report and approval of the Financial Statements

**BACKGROUND:**

The CIRTPA staff continually tracks the CIRTPA's finances and prepares monthly and/or quarterly statements detailing all transactions.

[Click here for a copy of the financial documents.](#)

**RECOMMENDATION:**

Approve the Financial Statements.

**STAFF CONTACTS:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.

March 2023  
Item No. 6

**ISSUE: Approve the *Fiscal Year 2022 Audit Report***

REPORT and VOTE: Consider approval of the completed *Fiscal Year 2022 Audit* report.

**BACKGROUND:**

In March 2022, Denman & Company, LLP. completed the *Fiscal Year (FY) 2022 Audit* of the CIRTPA's Finances.

[Click here for a copy of the draft FY 2022 Audit report.](#)

Following acceptance by CIRTPA, CIRTPA staff will submit the *FY 2022 Audit* report to the Iowa Department of Transportation.

**RECOMMENDATION:**

Approve the draft *Fiscal Year 2022 Audit* report.

**STAFF CONTACTS:**

Todd Ashby, [tashby@dmampo.org](mailto:tashby@dmampo.org);  
Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org); and  
Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.

March 2023  
 Item No. 7

### CIRTPA Officers for Calendar Year 2023

VOTE: Elect officers for the calendar year.

### BACKGROUND:

The CIRTPA will vote to elect calendar year 2023 officers. Officers required for Policy are a Chair, Vice-Chair, and a Secretary/Treasurer. Officers required for Tech are a Chair and Vice-Chair. The schedule required for this process is:

- January 2023 – Vote on calendar year 2023 officers at the CIRTPA meeting
- February 2023 – Elected officers will take over their new roles

Current officers are:

Transportation Policy Committee		Transportation Technical Committee	
<i>Chair</i>	Anthony Brown	<i>Chair</i>	Tyler Christian
<i>Vice-Chair</i>	Josh Wuebker	<i>Vice-Chair</i>	Vacant
<i>Secretary/Treasurer</i>	Vacant		

Matt Ferrier has volunteered to serve in either vacant position but one more volunteer is needed.

### RECOMMENDATION:

Staff recommends approval of appointing Matt to one of the vacant positions and solicit nominations for vacant seats at the meeting.

### STAFF CONTACT:

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
 (515) 334-0075.

March 2023  
Item No. 8

**ISSUE: CIRTPA *Fiscal Year 2024 Unified Planning Work Program***

REPORT AND VOTE: Consider approval of the draft *Fiscal Year 2024 Unified Planning Work Program*.

**BACKGROUND:**

The CIRTPA staff has developed the draft *Fiscal Year 2024 Unified Planning Work Program* (FY 2024 UPWP), which documents all transportation planning activities the CIRTPA will perform using federal funds from July 1, 2023 through June 30, 2024. The Iowa Department of Transportation (DOT) requires that the UPWP describe the CIRTPA's proposed planning activities – including task objectives, previous work, project descriptions, and work products – as well as the budget and funding sources to carry out the planning activities. The Iowa DOT requires the CIRTPA to submit a draft UPWP by April 1, 2023 and final UPWP by June 1, 2023.

[Click here for a copy of the draft \*Fiscal Year 2024 Unified Planning Work Program\*.](#)

**RECOMMENDATION:**

Approve the draft *FFY 2024 UPWP*.

**STAFF CONTACTS:**

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org);  
(515) 334-0075.



March 2023  
Item No. 9

**ISSUE: Federal Fiscal Year 2023-2026 Transportation Improvement Program Amendment Requests**

REPORT AND OPTIONAL VOTE: Consider approval of the requests to the *Federal Fiscal Years 2023-2026 Transportation Improvement Program*.

**BACKGROUND:**

Boone County has requested the following revisions to the *Federal Fiscal Year 2023-2026 Transportation Improvement Program* (FFY 2023-2026 TIP):

Sponsor: Dallas County  
Project: C-40, 170<sup>th</sup> Street Bridge Replacement  
Federal Aid Amount: \$240,000  
Federal Aid Type: STBG-HBP  
Total Cost: \$300,000  
TIP Projects Modifications: None necessary  
Change: Add project to FFY 2023 and change the federal aid amount to \$456,975 of STBG-HBP funding with a total project cost of \$516,975.

Sponsor: Jasper County  
Project: On F-48 W, from Bridge N03 (NBIS 30401) E 5.8 miles to Newton CL  
Federal Aid Amount: \$1,900,000  
Federal Aid Type: STBG  
Total Cost: \$4,500,000  
TIP Projects Modifications: None necessary  
Change: Add project to FFY 2023.

Sponsor: Jasper County  
Project: On T15, Over BNSF RR AND STREAM, from 500' S of 169th to Lisbon Dr.  
Federal Aid Amount: \$2,450,000, \$2,050,000  
Federal Aid Type: HBP, SWAP-HBP  
Total Cost: \$4,500,000  
TIP Projects Modifications: None necessary  
Change: Change project funding to \$3,200,000 HBP and \$800,000 HBP-SWAP for FFY 2023.

Sponsor: Story City  
Project: In the City of Story City, Interstate 35 Bridge Approach Improvements  
Federal Aid Amount: \$20,000  
Federal Aid Type: SWAP-STBG  
Total Cost: \$158,500  
TIP Projects Modifications: None necessary  
Change: Add project to FFY 2023.

Boone County • Dallas County • Jasper County • Madison County • Marion County  
Polk County • Story County • Warren County • Adel • Boone • Huxley • Indianola  
Knoxville • Nevada • Newton • Pella • Perry • Story City • Winterset

**RECOMMENDATION:**

Approve proposed amendments to the FFY 2023-2026 TIP.

**STAFF CONTACT:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.

March 2023  
Item No. 10

**ISSUE: Small Community Funding Applications Update**

REPORT and VOTE: Report on submitted FFY 2024 Small Communities Fund projects.

**BACKGROUND:**

**SMALL COMMUNITY FUND APPLICATIONS**

For Federal Fiscal Year 2024, approximately \$280,000 was available in CIRTPA STBG funds to award. The CIRTPA staff received 1 eligible application this year. The projects are:

**Sponsor:** City of Story City

**Project:** Broad Street Reconstruction Phase 3 Project

**STBG Request:** \$250,000

**Total Cost:** \$778,307

[Click here for a copy of the City of Story City's application.](#)

**RECOMMENDATION:**

Approve Small Community Funding for the City of Story City Application.

**STAFF CONTACT:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org)  
(515) 334-0075

March 2023  
Item No. 11

**ISSUE: Safe Streets for All Grant Award Update**

REPORT AND VOTE: Report on the SS4A grant award to the MPO/CIRTPA.

**BACKGROUND:**

At the August CIRTPA meeting, the committee authorized staff to submit a Safe Streets and Roads for all Grant on behalf of the cities in the CIRTPA region. The CIRTPA counties opted to join the County Service Bureau application.

In early November, CIRTPA staff was contacted by a representative from the U.S. Department of Transportation indicating that the CIRTPA application was flagged as potentially being a duplicate application with the County Service Bureau application.

Staff met with U.S. DOT staff on November 10, 2022, to discuss the CIRTPA application. It was determined that there wasn't any duplication since the CIRTPA application focused on the cities.

Additionally, the U.S. DOT ask if CIRTPA would be willing to collaborate with the Des Moines Area MPO to have one grant agreement. This would create some efficiency for administering the grant since CIRTPA is under contract with MPO staff already. This option would still allow for a separate planning process for each organization but would streamline the back-end grant management.

Recently, the U.S. DOT awarded the MPO \$1,000,000 for the development of an action plan. \$800,000 of that is for the MPO and \$200,000 of that is for CIRTPA. With the \$50,000 match requirement that means CIRTPA will have a budget of \$250,000 to develop a SS4A compliant safety plan for cities within the CIRTPA Planning Area.

On the next page is a breakdown of what each community would pay for the grant's local match. As part of the grant discussion it appears that since only the cities of CIRTPA will be part of the plan and other grantees are utilizing SWAP dollars, that CIRTPA communities will be able to utilize SWAP-STBG funds for the match.

Since this is a new grant, specifics are still being worked out but if anything changes staff will bring additional information back to the board.

In order to allow CIRTPA communities to apply for SS4A implementation dollars for the 2024 application cycle, CIRTPA should move forward with soliciting a consultant for plan completion quickly. The MPO staff will be bringing their proposed RFP to the Board in April with release shortly thereafter. Staff is recommending utilizing a very similar RFP and releasing it at the same time as the MPO. That will allow consultants to utilize economies of scale when responding to both RFPs.

CIRTPA will select a consultant as desired by the board and is not tied to whom the MPO board

Boone County • Dallas County • Jasper County • Madison County • Marion County  
Polk County • Story County • Warren County • Adel • Boone • Huxley • Indianola  
Knoxville • Nevada • Newton • Pella • Perry • Story City • Winterset

selects. Following the same RFP process would be easier administratively and for RFP respondents.

CIRTPA Member	2020 County Population	2020 City Population	2020 Assessment Population	FY 2023 Special City Assessments for SS4A (\$0.55)
Boone County	26,715	--	14,054	\$0.00
Boone city	--	12,661	12,661	\$6,996.00
Dallas County	31,158	--	19,774	\$0.00
Adel city	--	3,682	3,682	\$2,035.00
Perry city	--	7,702	7,702	\$4,256.00
Jasper County	37,813	--	22,559	\$0.00
Newton city	--	15,254	15,254	\$8,429.00
Madison County	16,548	--	11,358	\$0.00
Winterset city	--	5,190	5,190	\$2,868.00
Marion County	33,414	--	15,749	\$0.00
Knoxville city	--	7,313	7,313	\$4,041.00
Pella city	--	10,352	10,352	\$5,720.00
Polk County	7,614	--	7,060	\$0.00
Story County	30,899	--	17,353	\$0.00
Huxley city		3,317	3,317	\$1,833.00
Nevada city	--	6,798	6,798	\$3,757.00
Story City city	--	3,431	3,431	\$1,896.00
Warren County	31,025	--	16,243	\$0.00
Indianola city	--	14,782	14,782	\$8,168.00
<b>TOTAL</b>	<b>215,186</b>	<b>90,482</b>	<b>214,632</b>	<b>\$49,999</b>

[Click here for a copy of the proposed CIRTPA RFP.](#)

[Click here for a copy of SS4A awards in Iowa.](#)

#### RECOMMENDATION:

None. Report and discussion only.

#### STAFF CONTACT:

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org); and  
Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org);  
(515) 334-0075.

Boone County • Dallas County • Jasper County • Madison County • Marion County  
Polk County • Story County • Warren County • Adel • Boone • Huxley • Indianola  
Knoxville • Nevada • Newton • Pella • Perry • Story City • Winterset

March 2023  
Item No. 12

**ISSUE: CIRTPA Dues Discussion**

REPORT: Report on the current due structure for CIRTPA.

**BACKGROUND:**

The current dues for CIRTPA are \$0.13 per person. Dues have been \$0.13 for the last 15 years since fiscal year 2007. As part of the FFY 2024 UPWP draft development, staff calculated that it would cost \$0.235 per person for CIRTPA to utilize all its planning dollars and meet the upcoming staffing needs for the year. There are several factors that contribute to the need for increased dues.

- The Staffing costs have increased since 2007, but especially in the last few years
- CIRTPA will begin updating the LRTP this upcoming fiscal year, which will require additional staffing hours
- As it will be discussed during the next agenda item, there will be additional staffing hours required to administer the SS4A grant and safety plan development process

The current UPWP includes this new rate and there are several options that can be utilized to bring the rate up as needed.

- CIRTPA could introduce smaller increases in dues so that eventually CIRTPA would have enough local match. Reserve funding could be used to make up the shortfall in the interim. Potentially 2 or 3 cents a year
- CIRTPA could increase local match up to the needed amount for the next fiscal year
- CIRTPA could utilize a combination of increasing local match and utilizing STBG funding for planning items
- CIRTPA could keep local funding levels the same

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.

March 2023  
Item No. 13

**ISSUE: Statewide TAP Funding Update**

REPORT: Report on the CIRTPA TAP fund application process.

**BACKGROUND:**

The Iowa DOT announced at the most recent MPO/RPA Quarterly meeting on March 22 that they had received additional guidance and direction from FHWA on TAP funding. Information includes:

- Updated application materials will be sent by the DOT to RPAs
- Statewide TAP funding will likely be solicited later this year
- Safe Routes to School funding will now be directly eligible to apply for through the Statewide TAP process for up to 80% of the project cost. There will be a cap placed on the amount of SRTS funding available
- State priority areas will need to be incorporated into the RPA TAP scoring/review process
- Nonprofits are now eligible to apply for TAP funding

Additional information will be made available by the Iowa DOT at a future date.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.

March 2023  
Item No. 14

**ISSUE: Community STBG Account Update**

REPORT: Report on communities' current STBG account balances.

**BACKGROUND:**

MPO staff will provide a report detailing projects programmed with RPA STBG funding and the account balances for communities receiving an STBG allocation.

[Click here for a copy of CIRTPA's Community STBG Account Report.](#)

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org)  
(515) 334-0075