MINUTES
Regional Planning Affiliate 13 – Policy Board and Technical Committee
Wednesday February 7, 2024 – 10:00 a.m.
ZOOM
Meeting ID: 868 6252 8585
Passcode: 084047

1. **Call to Order.** Chair Silvius called the meeting to order at 10:02 a.m.

2. **Roll Call.** DeBord took roll call. Members present were:
   a. **Policy Board:** Grace Garrett, AJ Lyman, Todd Maher, Gary McClarnon, Bernard Pettinger, Donna Robinson, and Shanna Silvius.
   b. **Technical Committee:** Karen Albert, Dan Davis, JD King, John Lund, AJ Lyman, Gary McClarnon, Trent Wolken, and Shawnna Silvius.
   c. **SWIPCO Staff:** Danielle Briggs, Tammy DeBord, Erin Hudson, and Chris Parks.

3. **Approve Agenda.** Robinson moved to approve the amended agenda. Maher seconded the motion. The motion passed with all ayes.

4. **Approve October 3, 2023 Minutes.** McClarnon moved to approve the Oct. 3, 2023 meeting minutes and Robinson seconded. The motion carried.

5. **Election of Officers.**
   a. **Technical Committee.** McClarnon moved to elect JD King Chair and Trent Wolken Vice Chair of the Technical Committee. Lyman seconded the motion. The motion passed with all ayes.
   b. **Policy Board.** Robinson moved to elect Shawnna Silvius Chair and Gary McClarnon Vice Chair of the Policy Board. Pettinger seconded the motion. The motion passed with all ayes.

6. **Review and Approve FFY24 STBG applications.** One STBG application was received for FY24 from Montgomery County. This project was previously programmed and approved, but had inadvertently missed going through the STBG application process, so needs to do so now. This project is on H34, approximately 2 miles, resurfacing. The STBG request is for $500,000 in STBG funds and $800,000 in FM funds. Score Sheets received gave the project 90/100 possible points.
   a. **Technical Committee.** Lyman moved the Technical Committee recommend approval of the application, Davis seconded. The motion passed unanimously.
   b. **Policy Board.** McClarnon moved the Policy Board approve the STBG application and Lyman seconded. The motion passed with all ayes.

7. **Review and Approve FFY25 STBG applications.** DeBord shared the current STBG balance is approximately $6 million, which has been a finding with the Iowa DOT. Two applications were received for FY25 STBG funds.

a. Fremont county is applying for $2 million in STBG funds with $1 million in FM funds to match. The project is a new project; paving on J64 Phase 1 for 3.5 miles. The project received 88.33/100 points on the STBG score sheets.

b. Page county is applying for $1.525 million in STBG funds with $470,500 in FM funds to match. The project is being advanced from FY28 to FY25. It is 8.6 miles of seal coat on J53, J55, and Teak Ave. The project scored 91.11/100 points on the STBG score sheets.

   i. **Technical Committee.** Lyman moved the Technical Committee recommend approval of both Fremont and Page County STBG applications. Wolken seconded the motion. The motion passed with all ayes.

   ii. **Policy Board.** McCLarnon moved to approve the Fremont and Page County STBG applications. Maher seconded the motion. The motion carried.

8. **Review and Approve FFY28 STBG application.** DeBord presented the FY28 STBG application from SWIPCO. The application is for $8,000 in administrative and planning funds, with a match of $2,000.

   a. **Technical Committee.** Lyman moved the Technical Committee recommend approval of the SWIPCO STBG application. Wolken seconded the motion. The motion passed with all ayes.

   b. **Policy Board.** McClarnon moved the Policy Board approve the SWIPCO STBG application and Pettinger seconded. The motion carried with all ayes.

9. **Review and Approve TIP Amendments.** DeBord presented six TIP amendments for the FY24-27 TIP.

   a. Page County Project 52373. This is a bridge replacement project in FY26. It was not pulled over from CFYP to TPMS and left off the FY24-27 TIP. The amendment will give approval to add the project to the FY24-27 TIP.

   b. Page County Project 36638. This is a bridge replacement project in FY27. It was not pulled over from CFYP to TPMS and left off of the FY24-27 TIP. The amendment will give approval to add the project to the FY24-27 TIP.

   c. Page County Project 53331. This project was programmed in the CFYP for FY28 and is being moved ahead to FY25 in CFYP and the FY24-27 TIP. It is the STBG application project previously approved in item 7.

   d. Fremont County Project 24823. This is a bridge replacement project programmed and approved in the FY24-27 TIP. The project budget was approved at $1.2 million, however the cost should be $2.2 million.

   e. Fremont County Project 29201. This project was programmed and approved in FY25 and is being moved to FY27. It is a pavement grading project on J18.

   f. Fremont County Project this project was not previously programmed and needs added to the TIP. It is the STBG application approved in agenda number 7.

      i. **Technical Committee.** Lyman moved the Technical Committee recommend approval of the six TIP amendments as presented. King seconded the motion. The motion passed with all ayes.

      ii. **Policy Board.** McClarnon moved the Policy Board approve the six TIP amendments as presented and Pettinger seconded. The motion passed with all ayes.

10. **Notification of FY24-27 TIP Administrative Modification.** DeBord informed the technical committee and policy board of the FY24-27 TIP modification for Montgomery County. Project 26730 budget was modified from $1.1 million to $1.3 million. The additional funds are being provided via Farm to Market funds.

11. **TAP project – City of Shenandoah 2018 – TPMS 38394 $88,000.** DeBord informed the technical committee and policy board that the City of Shenandoah TAP project for $88,000 approved in 2018 was being withdrawn. Wabash trail committee chair Becca Castle Laughlin submitted a letter withdrawing their project due to staff and volunteers changes and changing of priorities of the trail committee. They plan to reapply at a later date when the project can be completed timely and successfully.

12. **Current Projects.**

    a. **TAP projects.** DeBord shared the TAP application period is currently open until February 28, 2024. There are currently approximately $500,000 available in RPA 13 TAP funds. In addition, TAP projects no longer need a city or county to be their sponsor for the program. The DOT is also STRONGLY encouraging larger, more expensive projects. This also requires a larger match portion though. 50% of the 20% match may be in kind. Silvius shared that Stanton, Red Oak, Red Oak Community Schools, and Montgomery County all have projects they may want to apply for, but does not know that any of those projects will be ready to apply this fiscal year.
    b. **TPWP.** DeBord shared the RPA 13 Transportation Planning Work Plan will be underway soon, the draft is due to the DOT April 1 and the final is due June 1. It will be brought before the board for approval in May.
    c. **LRTP and PPP.** Briggs shared she is starting to work on the PPP and LRTP, which are both 5 year plans due in January 2025. The PPP will require minimal updates, as it underwent a large update in 2020. She will begin having group meetings for the LRTP and the TC and PB will be included in those meetings. The meetings will be to set goals and how to accomplish them for the next five year of the RPA. The first meeting will be held Thursday March 21 at 1 p.m. via zoom.
    d. **SSRA.** Silvius shared that RPA 13 and 18 received an SSRA grant plan for safe routes in cities. Atlantic, Clarinda, Red Oak and Shenandoah could be able to receive funds. This will be an FY25 project.

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

14. **Other Business.**
    a. Silvius shared Red Oak will have the H34 project with the Iowa DOT starting this spring.
    b. Silvius also shared the cities of Glenwood, Red Oak, and Atlantic will be hosting RAGBRAI in July.

15. **Adjourn.** Pettinger moved to adjourn the meeting at 10:50 a.m. and Maher seconded.