



POLICY BOARD MEETING NOTICE AND AGENDA
Corridor Metropolitan Planning Organization
March 22, 2018 at 1:30 pm
Robins City Hall, 265 S Second Street, Robins

Roll Call

Public Comment

Action Items

1. **Policy Board Minutes from the January 18, 2018 meeting.** Attached.
2. **Draft FY2019 Transportation Planning Work Program (TPWP) (Bill Micheel).** Attached.
3. **Federal and State Funding Swap (Brandon Whyte).** Attached.

Informational Items

4. **Public Participation Plan Update (Hilary Hershner)**
5. **FY17 Audit Report (Bill Micheel)**
6. **Tower Terrace Road Corridor Management Plan Update (Hilary Hershner)**
7. **Regional Transit Authority (RTA) Study Update (Bill Micheel)**

Member Updates

Next Policy Board Meetings/Agendas (3rd Thursday of January, March, May, July & October @

1:30)

- May 17th, 2018 @ Training Room, Cedar Rapids City Hall, 101 First Street SE, Cedar Rapids

Upcoming Corridor MPO Subcommittee/Advisory/Task Force Meetings

- **TTAC:** First Thursday of the month @ 2 pm – April 5th – Cedar Rapids City Hall, 101 First Street SE, Cedar Rapids
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- **Executive Committee:** Second Wednesday of the month @ 8:30 am – April 11th – Council Chambers, Palo City Hall, 2800 Hollenbeck Road, Palo

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a MPO program, service, or activity, should contact the Hilary Hershner at (319) 286-5161 or email h.hershner@corridormpo.org as soon as possible, but no later than 48 hours before the event. This public announcement satisfies Section 5307 program of projects requirements for transit project public review and comment.



Smarter Transportation, Better Community

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CORRIDOR MPO MEETING MINUTES
Hiawatha City Hall, Multipurpose Room
101 Emmons Street, Hiawatha
Thursday, January 18, 2018 at 1:30 p.m.

Member	Present	Not Present	Alternate	Notes
Nick AbouAssaly		X		
John Bender	X			
Bill Bennett	X			
Bernie Frieden	X			
Sandi Fowler	X			Arrived at 1:42
Brad Hart	X			
Roy Heseman	X			
Chuck Hinz	X			
Eldy Miller		X		
Tim Mooney	X		Kesha Billings	
Brent Oleson	X			
Scott Olson	X			
Scott Overland	X			
Jeff Pomeranz	X			
Kirsty Sanchez	X		Ken DeKeyser	Arrived at 1:42
Ryan Scheckel	X			
Susie Weinacht		X		
Jen Winter	X			Arrived at 1:36

MPO Staff Present: Bill Micheel, Hilary Hershner, Brandon Whyte, Anne Kröll

Chairperson John Bender called the meeting to order at 1:31 p.m.

Roll Call was answered with fifteen (15) members present and three (3) absent.

AGENDA

Public Comment

There was no public comment.

Action Items

1. **Policy Board Minutes from the October 19, 2017 meeting.**
 Scott Olson made a motion to approve the minutes from October 19, 2017. Brent Oleson seconded the motion. The motion passed unanimously.
2. **Annual Meeting**
 - **Action 1: Election of Officers**
 - i. Nomination and election of Chairperson and Vice Chairperson



Mr. Olson made a motion to elect Chuck Hinz as Chairperson. Mr. Oleson seconded the motion. The motion passed unanimously.

Mr. Oleson stated that since there are new people on the Policy Board and people who are up for election in 2018, he made a motion to elect John Bender as Vice Chairperson. Mr. Hinz seconded the motion. The motion passed unanimously.

- **Action 2: Confirm list of Policy Board members and alternates**

Bill Micheel provided a list of Policy Board members and alternates. Mr. Oleson asked if Marion's representation was correct. Mr. Micheel stated that Marion may be replacing Tim Mooney with a Council member, but that change has not yet taken place. Kesha Billings asked that Mike Barkalow be added as an alternate.

- **Action 3: Confirm Executive Committee representatives**

Mr. Micheel provided a list of Executive Committee representatives.

- **Review Corridor MPO Goals**

Mr. Micheel stated that MPO staff plans to meet with new Policy Board members outside of this meeting and extended the invitation to meet with all other members as well. Mr. Micheel reviewed the MPO Vision and Mission statements, MPO goals, and the role of Policy Board, Executive Committee, TTAC and MPO staff.

3. **Resolution to Adopt Iowa DOT Safety Targets and Performance Measures**

Mr. Micheel stated that the Iowa DOT submitted the Highway Safety Improvement Program (HSIP) annual report to the FHWA in fall of this year. The report includes the State's 2014-2018 safety targets for the five (5) performance measures established in 23 § 490.207. Per 23 § 490.209, each MPO must establish 2014-2018 safety targets for the five (5) performance measures within one hundred eighty (180) days of the State, by February 27, 2018. For each performance measure, the MPO will need to choose one of two (2) options: support the State's target by agreeing to plan and program projects so that they contribute toward the accomplishment of the State DOT safety target for that performance measure; or set a quantifiable target for that performance measure for the MPO. TTAC and staff's recommendation is to support the State's target by agreeing to plan and program projects so that they contribute toward the accomplishment of the State DOT safety target for that performance measure. Staff also recommends focusing on incorporating the Safety Targets into the review of the project scoring criteria during the upcoming update to the Long Range Transportation Plan (LRTP).

Mr. Olson made a motion to adopt the Iowa DOT safety targets and performance measures. Roy Heseman seconded the motion. The motion passed unanimously.

4. **TPWP Amendment for Tower Terrace Road Corridor Management Plan Update & Close Public Comment Period**

Mr. Micheel stated that the Policy Board opened a public comment period for the TPWP Amendment for the Tower Terrace Road Corridor Management Plan update at their October 19, 2017 meeting. Proposals are due January 19, 2018 and the review committee will meet to



provide a recommendation to the Executive Committee at the end of January 2018. The Executive Committee will consider the recommendation at their February 14, 2018 meeting. The update should take six (6) months. The reason for the update is for the addition of the interchange, to update cross sections, and for an updated cost estimate.

Mr. Olson made a motion to close the public comment period and to approve the TPWP amendment for the Tower Terrace Road Corridor Management Plan update. Mr. Bender seconded the motion. The motion passed unanimously.

Informational Items

5. Administrative Modifications

- **Cherokee Trail**

Brandon Whyte stated that an administrative modification is a change to the TIP that staff is allowed to make. The Policy Board has asked to be notified when these modifications occur. An administrative modification does not change the dollar amount or expand the boundaries. The Cherokee Trail was sub-phased to advance construction. Phases 1 and 2 were originally combined and the modification was to split the phases.

Mr. Olson asked when the Cherokee Trail will be completed. Mr. Whyte stated that these two (2) phases will be finished in 2019-2020 and the total trail will be completed in 2022-2023.

- **CeMar Trail**

Mr. Whyte stated that the CeMar Trail modification is to add non-participatory construction to the TIP map. The portion that had MPO funding did not change. The DOT asked that the non-participatory work that Cedar Rapids is doing be added to the TIP.

- **CeMar Trail**

Hilary Hershner stated that she added in the boundaries on the TIP map to show the non-participatory work and also modified the description in the online tracking system.

6. Public Participation Plan (PPP) Update

Ms. Hershner stated that staff is finalizing the update to the PPP which is a plan to use in the development of the LRTP. The DOT suggests that MPOs update their PPPs prior to the LRTP update. The primary changes are that set policies are included, the public participation requirements for all MPO plans are included, and language will be added to meet requirements set by the Federal Transit Administration. A draft will go to the Executive Committee in February or March with adoption by the Policy Board in the spring.

Member Updates

Ms. Billings stated that the Grant Wood Trail extension in Marion was let in December and will be finished in April 2018. Another segment will be let in another month to get from Highway 13 to 31st Street in Marion. The Grant Wood Trail will eventually run from the edge of Linn County through Marion and Cedar Rapids to connect to the Cedar Valley Nature Trail.



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Mr. Oleson stated that Ralph Russell is submitting an application for the DOT Commission and encouraged Policy Board members to write letters of support.

Mr. Whyte stated that mile marker signs for the trail system have been purchased and will be distributed to jurisdictions in the next couple weeks. They will be placed on the Cedar Valley Nature Trail and the Sac & Fox Trail.

Cathy Cutler stated that the paving has been let for the Highway 100 Extension. Asphalt will be poured when the weather clears up. With good luck it could be completed at the end of this season, otherwise it will be done in 2020.

Mr. Bennett made a motion to adjourn the meeting. Ms. Billings seconded the motion. The motion passed unanimously. The meeting adjourned at 2:17 p.m.

Respectfully Submitted,
Anne Kroll, Administrative Assistant II

DRAFT



Item 2: Draft Transportation Planning Work Program

Background

The Transportation Planning Work Program (TPWP) is completed annually and submitted to the Iowa DOT, the Federal Highway Administration (FHWA), and the FTA (Federal Transit Administration). The TPWP constitutes the Corridor MPO's annual work plan and associated operating budget.

The work plan component of the draft Fiscal Year (FY) 19 TPWP lists specific and general regional transportation related planning activities that the Corridor MPO will perform during the time period of July 1, 2018 to June 30, 2019. This does not include construction projects that the Policy Board has funded, which are included in the Transportation Improvement Program (TIP). The TPWP outlines the Corridor MPO's Major Planning Priorities and Challenges and Planning Emphasis Areas.

Some examples of completed or ongoing planning activities and operations included in the TPWP are:

- GrantWoodTrails.com and CorridorMPO.com Websites
- RTA Feasibility Study
- Tower Terrace Road Corridor Management Plan Update
- Internship Program for Transportation Planning Projects

The primary changes between the FY2018 TPWP and the FY2019 TPWP are outlined below:

- Updated information based on special census completed in two member communities;
- Changes to the Major Planning Priorities and Challenges are:
 - o Travel Demand Model Update
 - o Long-Range Transportation Plan Update

The TPWP can be amended at any time after its adoption, if the Policy Board would like to add new activities that they feel should be accomplished during the upcoming year. The draft TPWP is due by April 1st and comments from Iowa DOT and US DOT comments are due May 1st. The final FY19 TPWP will be brought back to the Executive Committee and the Policy Board for final approval in May. The final FY19 TPWP is due to Iowa DOT by June 1st.

Recommended Action:

1. Recommend the Corridor MPO Policy Board approve draft FY19 TPWP.



Agenda Item 3. Federal and State Funding Swap

In order to advance project construction the State of Iowa passed legislation (House File 203) allowing for the “swapping” of federal Surface Transportation Block Grant (STBG), Iowa’s Clean Air Attainment Program (ICAAP), or Highway Safety Improvement Program Secondary (HSIP-S) funds with Primary Road Funds (PRF). In this way the Iowa DOT will be using and managing the federal funds, including compliance with all of the federal rules and regulation that are included with those funds and local jurisdictions will have to comply with the simpler state requirements. Additionally, local match will not be required on swapped projects, however, local match can still be required if the MPO Policy Board desires. Projects will be swapped dollar-for-dollar.

It is believed that this process will expedite project construction as the Iowa DOT has more experience with federally funded projects than do local jurisdictions. With a more expedited project schedule overall project costs should be lower. This process has been applied in 11 other states to date.

Swapping of funds is limited to road projects (minor collectors and above) and projects that are not yet “federalized”. Federalized projects are any project that has already begun the project development process with the DOT. All eligible projects must be swapped if the Policy Board chooses to opt in to the swapping process. MPO’s are not allowed to select some eligible projects for swapping and exclude others; all eligible projects must participate if the MPO as a region chooses to participate.

While project completion is expected to increase in speed, it is critical that projects included in the first year of the Transportation Improvement Program (TIP) are actually let (bid on by construction firms) in the same year they are listed as in the TIP. This is important to ensure sufficient funds are present from the Primary Road Fund.

The federal and state dollar-for-dollar swapping program will not begin until October 1st, 2018. All existing federal environmental requirements will remain and will be reviewed by the Iowa DOT regardless of whether a project is swapped. Preliminary engineering and construction engineering are eligible for swap as part of the construction project but not encouraged.

The Policy Board is required to opt in or out regarding the swapping program and if opting-in, indicate what the local match should be.

Budget Impact: L RTP TIP TPWP None

Committee Action: TTAC Executive Committee None

Time Sensitivity: A decision needs to be made at or prior to May 17th, 2018.
Approval of the Corridor MPO’s participation in the Iowa DOT

Recommended Action: Federal-Aid Swap Program, with 20% local match.