MEETING NOTICE

February 4, 2020

TO: RPA-18 Policy and Technical Committees

FROM: Charles Parkhurst, RPA-18 Policy Committee Chair
John Rasmussen, RPA-18 Technical Committee Chair
Michael Helgerson, Transportation & Data Manager / RPA-18 Administrator

RE: February 12, 2020 RPA-18 Policy and Technical Committee Meeting

The RPA-18 Policy and Technical Committees will meet on Wednesday, February 12, 2020 at 11:00 am in the MAPA offices at 2222 Cuming Street, Omaha, Nebraska.

As a quorum is needed to approve the agenda items, please contact me if you cannot attend.

AGENDA

1) Approval of Minutes: January 8, 2020 meeting. (Action)

2) 2020 Transportation Improvement Program (TIP) Amendment: Staff will present an amendment to the 2020 TIP for the Pottawattamie County Trail. (Action)

3) Draft 2040 Long Range Transportation Plan: Staff will present the RPA Long Range Transportation Plan 2040 for 30-day public comment period. (Action)

4) FY2021 Transportation Improvement Program (TIP) Project Selection: Staff will present applications for STBG and TAP as part of development of the FY2021 TIP, in addition to amended language for project selection. (Action)

5) Additional Business

6) Next Meeting (Information): The next scheduled meeting of the RPA-18 Policy and Technical Committees is on March 11, 2020 at 11:00 am.

7) Adjournment
The RPA-18 Policy and Transportation Technical Committees met on January 8, 2020, in the Metro Building, 2222 Cuming Street, Omaha, Nebraska. John Rasmussen called the meeting to order at 11:00 am.

**PRESENT**

**Policy Committee**
- Charles Parkhurst: Shelby County Supervisor
- Ron Kohn: Glenwood Mayor

**Technical Committee**
- Steven Struble: Harrison County Engineer
- Cory Gaston: Mills County Engineer
- Brandon Burmeister: Shelby County Engineer
- John Rasmussen: Pottawattamie County Engineer
- Perry Cook: Glenwood Public Works

**Staff/Non-Voting Members**
- Michael Helgerson: Metropolitan Area Planning Agency
- Travis Halm: Metropolitan Area Planning Agency
- James Boerner: Metropolitan Area Planning Agency

1. **Approval of Minutes**

   Parkhurst called for approval of the minutes.

   **MOTION** by Rasmussen

   **SECOND** by Struble

2. **LRTP 2040: ** (Discussion)

   Michael Helgerson updated the committee on the LRTP 2040 update. He noted that this was an action item on the agenda but no action was needed today.

   Helgerson noted that Iowa DOT is currently reviewing the plan and is making their comments and that it would be up for approval in February.

   Helgerson stated the last process left is the “Fiscal Constraint” section which details funding forecasts moving into the future. These programmed projects would be consistent with the TIP for five years out.

3. **FY2020 TIP Amendment**

   Travis Halm presented a TIP amendment to split two Harlan projects that were previously one project in TPMS.

   Halm noted the two projects were for welcome signs into Harlan, and for decorative streetlighting on 6th and 7th Streets in Harlan, and that the projects would be split for administrative purposes.
Halm noted that TPMS is being recreated and that this process normally would have come from TPMS.

Helgerson added that they requested Iowa DOT to make the changes in the meantime.

Helgerson noted this STBG funding was swapped from TAP.

Gene Gettys, City of Harlan, noted that these projects have been in the works for four years.

Helgerson added that the funding types dictated why this split was taking place.

Gettys said he hopes that this change is the last hurdle to overcome prior to construction on this project.

Steven Struble inquired why these projects were separate.

Gettys added that the letting would happen in the spring for lighting.

John Rasmussen, Pottawattamie County, inquired whether signage was in the right-of-way, and Gettys confirmed that three of four signs were located in highway ROW.

MOTION by Rasmussen

SECOND by Struble.

Motion Carries.

4. **STBG & TAP Applications: (Discussion)**

Helgerson handed out documents related to the STBG and TAP selection process, along with a document prepared by John Rasmussen, Pottawattamie County.

Rasmussen stated that when he is spending money from the RPA that it’s a small portion of his overall funding, and that it is currently holding up other funding when it is in holding patterns.

Rasmussen stated that he wants a faster and more definitive process, which would allow funding decisions to be made quicker than the current application process.

Steven Struble said this proposal fit with what he intends the process to be. He added that programming a five year construction plan is challenging when certain projects are stuck in particular years when RPA is four years planned out, while counties are five years out.

Helgerson noted that leftover funding with the second application process needs to be decided, including the option of “off-the-top” funding.

Helgerson said that if everyone simply programs all funding, that the second round doesn’t exist.

Helgerson added that there are questions how small communities fit in, along with how they work together with counties.

John Rasmussen said that he spends more than half a million on local communities, and that he doesn’t necessarily see a need for them at the table outside of Harlan and Glenwood, based on the other cities, especially since those cities’ sub-allocation goes into the county total as well.
Helgerson added that this has not always been the consensus among members of the RPA which is the cause for concern with this idea.

Struble added that this is how he wants things to be processed, along with a requirement that counties work with small cities, especially those under 5,000 (whether very small or at 4,995).

Rasmussen stated that some laws and rules have changed based upon jurisdiction within communities, which changed after current RPA bylaws were created.

Helgerson noted that the first RPA projects were programmed in 1997.

Struble added that some of the first RPA meetings took place in 1992.

Helgerson stated he sees no issue with this proposal if everyone is clear in articulating how small communities are at the table.

5. **TPMS Changes: (Information)**

   Travis Halm, MAPA explained that Iowa DOT is currently undergoing a complete overhaul for the TPMS project database.

   Halm noted that the RPA administration would be able to make changes to TPMS projects which was previously not a possible option, which is positive since some errors have taken place in the previous TPMS system.

   Helgerson stated that there has been a need for RPA staff to edit projects in TPMS but there hasn’t been the option for that to take place.

   Halm also noted that there are more streamlined ways to see County Five Year Plans, along with some other streamlined processes that are slowly being presented.

6. **Next Meeting: (Information)**

   The next meeting of the RPA is scheduled for February 12 at 11:00 am.

7. **Adjournment:**

   Meeting was adjourned at 11:52 am.
# Project: TAP-R-C078(184)--8T-78

## Project is In Prep

### Warnings
- Map doesn't match the Federal Functional Class

### Project

<table>
<thead>
<tr>
<th>Project Number</th>
<th>TAP-R-C078(184)--8T-78</th>
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<tbody>
<tr>
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### Site

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<tbody>
<tr>
<td>Federal Bridge ID</td>
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<tr>
<td>Local Bridge ID</td>
<td>44100</td>
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<tr>
<td>FFC</td>
<td>Rural Major Collector</td>
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### Work Codes

<table>
<thead>
<tr>
<th>DOT</th>
<th>9511 - Ped/Bike Miscellaneous</th>
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<tbody>
<tr>
<td>DOT</td>
<td>9512 - Ped/Bike Development</td>
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### Contacts

<table>
<thead>
<tr>
<th>Planning Agency</th>
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<tr>
<td>Sponsor</td>
<td>Pottawattamie County Conservation Board</td>
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### Notes

Pottawattamie County Multi-Use Trail
Location

On HWY ST, Over STREAM, from Underwood 2.5 miles to south of Underwood S30 T76 R42
Funding

<table>
<thead>
<tr>
<th>Source</th>
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<tr>
<td>Contract</td>
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<td>STBG (Regional) (FA)</td>
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Programs

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<tr>
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Log

Thursday, February 6, 2020

3:49 p.m.  
- Federal Bridge Id 44100 was added  
- Federal Functional Class changed from Rural Minor Collector to Rural Major Collector  
- Lanes changed from 0 to 2  
- Local Bridge Id 44100 was added  
- Location changed from On Railroad Highway, from Council Bluffs N 27 Miles to Neola and Crescent to On HWY ST, Over STREAM, from Underwood 2.5 miles to south of Underwood S30 T76 R42  
- Funding 2021 FA / TAP of $69,000 (regional) was removed  
- Funding 2021 FA / STBG of $69,000 (regional) was added

3:49 p.m.  
- Revision created

Monday, December 23, 2019

7:08 a.m.  
- Changed Project Number / Type of Work
**Project Selection & Prioritization**

All projects submitted to the RPA-18 for inclusion in the RTIP are reviewed by MAPA staff and the RPA-18 Technical and Policy Committees. Projects for consideration may be submitted via the Iowa DOT Transportation Programming Management System (TPMS) or by written request. Projects are programmed in the RTIP based on the recommendations of the RPA-18 Technical Committee, MAPA staff, and the approval of the RPA-18 Policy Committee.

Projects are then placed in one of the four RTIP elements based on the identified priority and financial availability. Projects with the highest priority are programmed in the first element year of the RTIP. Those projects with lesser priority are programmed in the remaining two fiscal year elements and the projects with the least priority are programmed in the final element year.

Bridge program projects are prioritized by each individual county based upon the following factors: current serviceability rating, traffic flow, available funding, and total system needs. These factors are used to determine the best possible application of Federal Aid for bridges in RPA-18.

**Surface Transportation Block Grant Program (STBG & STBG-SWAP)**

In 2017 the Iowa Legislature authorized IDOT to implement a Swap program that allows MPOs and RPAs, at their discretion, to swap targeted federal STBG funding for State Primary Road Fund dollars. STBG-SWAP funding has expanded eligibilities over STBG funding and can be awarded on roads with a federal functional classification of Minor Collector or higher in rural areas, all Farm-to-Market routes, and Collector or higher in urban areas. RPA-18 project selection process regarding system eligibility is based on regional project priority as stated in the RPA 18 Long Range Transportation Plan, Iowa Statewide Long Range Transportation Plan, local master plans, or other local or regionally significant enhancement plans.

In FY2017, the RPA-18 Policy & Technical Committees reviewed and updated their project selection process for Regional-STBG funds. Further refinement of this process has taken place in each subsequent fiscal year. The Policy & Technical Committees developed selection criteria and ranges to prioritize projects submitted to RPA-18 by the individual jurisdictions. These criteria are summarized below:

- **Functional Classification**: Projects proposed on roads with higher Functional Classifications received more points due to their regional significance.
- **Annual Average Daily Traffic (AADT)**: Projects with higher AADT counts received more points.
- **Pavement Condition & Age**: Projects were evaluated based on the pavement condition in Good, Fair or Poor ranges (Poor pavements receiving more points). Pavement condition was determined based on INTRANS data as well as qualitative description of other factors.
- **Bridge Factors**: Projects involving Structurally Deficient or Functionally Obsolete bridges received additional points. Also, bridge projects with a sufficiency rating below 50 also received points to prioritize bridges in poor condition.
- **Crash History**: Three (3) years of crash data were evaluated to determine the total number of crashes along a project corridor. Points were awarded for each crash and additional points were awarded to projects with five (5) or more crashes during the analysis period.
- **Regional Significance**: Points awarded to project based on a narrative description of the project’s impact. Factors include a description of any economic development, connectivity, environmental or bridge-related factors that make the project significant to the RPA-18 region.
- **Local Match**: Projects providing more than 30% local match received points as they allow the region to fund more projects.
- **Multi-Jurisdictional**: Projects demonstrating cooperation or coordination between jurisdictions in the RPA-18 region received additional points as well.

In January 2020, considerations were made toward expediting the STBG selection and award process with respect to member counties to ensure project delivery dates not being delayed due to the approval and selection process. The process is designed to allow more flexibility in scheduling funding and construction while still enabling local communities and jurisdictions to be engaged in the process.

The following process, scheduled to begin for the FY2021 project selection process, was identified and agreed upon per the board:

1. Counties may program projects in the TIP within their funding targets via TPMS and pass these projects electronically to the TIP without application. The RPA staff will provide Funding Targets and Member Target balances at the November meeting.
2. The RPA Board may consider calling for projects if a member County exceeds four times the funding target without a programmed project.
3. When an application is required, it shall be submitted by December 31st and be considered at the January meeting. Applications are required as follows:
   a. For member City projects, as provided for in sponsoring County balances.
   b. For other agencies within the member Counties responding to the call for projects.
   c. If the programming exceeds one annual target allocation of negative balance for the member County.
   d. If the County has a negative projected target balance in the programmed Federal Fiscal Year.

The RPA Staff will review the Draft TIP after April 15; notify the RPA Board and the Member County of any balance and application requirement deficiencies; and recommend the RPA Board remove these projects from the Draft TIP at the May meeting.

Iowa Transportation Alternatives Program (STBG-TAP)

Iowa’s Transportation Alternatives Program (TAP) is a new iteration of the former Transportation Enhancements (later Transportation Alternatives) program that has been in existence since 1991. The most recent transportation authorization act, Fixing America’s Surface Transportation (FAST) Act, was enacted in 2015. Implementation of this act placed further restrictions on the selection of projects for funding under the federal TAP program structure which has led Iowa to implement a modified version of the federal program. Iowa’s TAP program can be accessed in two ways. Statewide and multi-regional projects should apply directly to the Iowa DOT by October 1 annually for consideration in the Statewide TAP program. RPA-18 administers funding for smaller, local projects through its regional program. Applications for Transportation Alternatives funding must consist of at least one eligible activity under one or more of the following categories of projects: (1) Trails and Bicycles; (2) Scenic and Historic; (3) Safe Routes to School (SRTS); or (4) Environmental.

RPA-18’s evaluation criteria for STBG-TAP projects include the following:

- **FAST Act Intent**: Projects were scored on the degree to which the proposed project fulfills the intent of the FAST Act
- **Continuity and Continuation of Projects**: Projects that continue or complement existing projects or projects that have been funded and/or implemented from other funding sources, especially projects for which the proposed alternatives funded would complete a larger project, concept or plan were rated and assessed a point total.
- **Versatility**: Projects which qualify in two or more of the ten eligible activities of transportation alternatives identified in the FAST Act will be given additional consideration. One point will be applied toward each of the project activities applicable to the project.
- **Project Priority**: Projects will be assessed a point total contingent on relative importance and contribution to a regional project priority as stated in the RPA 18 Long Range Transportation Plan, Iowa Statewide Long Range Transportation Plan, local master plans, or other local or regionally significant enhancement plans.
- **Matching Funds**: Projects that can secure a local match above the 20 percent mark would garner additional consideration based on the premise of funding in excess of 20 percent would have a smaller impact on the total funding available for all projects.

Applications for Iowa’s Transportation Alternatives Program (TAP) were due on January 18, 2019 and were reviewed by the RPA-18 Technical and Policy Committees on March 21, 2019. Awards were decided on and announced on March 13, 2019. Funding was approved for the Wabash Trace project for $105,800, Elk Horn for $100,000, and Mills County Trails for $72,000.
Regional Transportation Improvement Program Revisions

The RTIP may be revised through two procedures. Amendments are revisions that involve major changes to a project included in the RTIP or the addition of a new project. The thresholds for a revision of an included project to require a RTIP Amendment are listed below:

- **Project Cost**: Projects in which the recalculated project costs increase federal-aid by more than 30 percent or increase total federal-aid by more than $2 million from the original amount.
- **Schedule Changes**: Projects added or deleted from the RTIP.
- **Funding Sources**: Projects receiving additional federal funding sources to a project.
- **Fiscal Constraint**: Changes that result in the TIP no longer being fiscally constrained.
- **Scope Changes**: Changing the project termini, the amount of through traffic lanes, type of work from an overlay to reconstruction, or a change to include widening the roadway.

The Iowa DOT will make no distinction between amendments and administrative modifications for projects using swapped Primary Road Funds. Swap projects are subject to RPA-18 project revision processes and all applicable state public meeting requirements. Only major changes to the RTIP require approval by the RPA-18 Technical and Policy committees prior to their inclusion in the approved RTIP. A change that does not meet any of the above thresholds will be performed via administrative modification. Administrative modification does not require action from either committee; however, these changes will be included in the agenda of the next committee meeting as an “Information Item” and will be posted for public comment.

RPA-18 will incorporate the amendment or amendments into the RTIP and have available the proposed amendment to the RTIP for public comment. The amended RTIP will be finalized with any significant comments and the disposition of those comments included. The amended RTIP will be reviewed by the RPA-18 Policy and Technical Committees for final approval. The amended RTIP will be forwarded to the Iowa DOT for inclusion in the Iowa State-wide Transportation Improvement Programs and will include any additional significant comments received at the Policy Committee meeting and the disposition of those comments.

Public Participation

The Regional Transportation Improvement Program (RTIP) describes transportation improvements in the RPA-18 study area over a four-year time frame. The RTIP is produced annually as a staged capital improvement document.

The draft RTIP is reviewed by the RPA-18 Policy and Technical Committees and is made available for public review and comment for thirty (30) days. After review, the draft RTIP is finalized and includes a summary of the significant comments and the disposition of those comments. Any additional significant comments and the disposition of those comments will be included in the RTIP before final review by the RPA-18 Policy and Technical Committee.

RPA-18 Public Transit

Public Transit service is provided via the Southwest Iowa Planning Council (SWIPCO) and the Southwest Iowa Transit Agency (SWITA). Data pertaining to Federal Transit Authority funding, and available service is available via SWIPCO/SWITA and maintained in the RPA-13 Transportation Improvement Program.

For further information please visit [http://www.swipco.org](http://www.swipco.org)
**Financial Constraint**
The Fixing America’s Surface Transportation Act (FAST Act) requires that the Iowa State Transportation Improvement Programs (STIP) be financially constrained. The RPA-18 Regional Transportation Improvement Program (RTIP) is contained verbatim in the Iowa Statewide TIP, and therefore must also be financially constrained. Financially constrained, simply stated, is the ability to have enough funds to service the debt incurred in implementing the pending transportation improvements identified in the Iowa Statewide TIP and the RPA-18 RTIP. Costs to be assumed in the FY 2020 through FY 2023 elements of the RPA-18 RTIP must reflect inflation to provide an estimate of cost incurred in the actual year of construction. All fiscal years identified in the Iowa Statewide TIP and the RPA-18 RTIP must also include estimated operating and maintenance costs.

This document presents projects funded with federal funds provided under the authority of the FAST Act and other federal funding sources, as well as locally-funded projects that are regionally-significant in nature. The financially constrained portion of this RTIP applies only to the jurisdictions in the RPA-18 Transportation Study area. This area includes Harrison, Mills and Shelby counties, as well as the non-MPO portion of Pottawattamie County in Iowa.

Financial constraint, as applicable to this RTIP, will apply to the following federal funding sources under FAST Act and local funding efforts:
- Regional Surface Transportation Block Grant (STBG).
- Vehicle Use Tax, Farm-to-Market program, Secondary Road Fund, city street programs and uniquely local sources (bond issues, tax increment financing, local property tax, and other local funding sources).

All other federal funding categories identified in FAST Act, and state transportation funds originating from the Iowa Department of Transportation are assumed to be constrained as part of the Iowa Statewide Transportation Improvement Program. Funding originating from local jurisdictions is identified and assumed to be in amounts adequate to meet the local match for federal funds that are obligated for local projects and to fund non-federal local projects, as well as operation and maintenance costs incurred for the local systems.

**Year of Expenditure Reporting**
Per regulations contained in the FAST Act, project costs need to be identified as those in the year in which they are to be expended. To that end, costs identified in fiscal years FY2020 and beyond are calculated based on an inflation factor of 4 percent per year. Project sponsors are responsible for submitting project costs in year of expenditure dollars. In the case of cities over 5,000 in population, RPA-18 staff calculates YOE.

**Operations and Maintenance Costs**
MAP-21 states that fiscal constraint encompasses operation and maintenance of the system, as well as capital projects. The financial plans that support the planning processes must assess capital investment and other measures necessary to ensure the preservation of the existing transportation system, including requirements for operational improvements, resurfacing, restoration, and rehabilitation of existing and future major roadways, as well as operations, maintenance, modernization, and rehabilitation of existing and future transit facilities. To support this assessment, the Iowa DOT expects that the RPA will provide credible cost estimates. The RPA-18 will adjust the operation and maintenance from year to year, based on community desires and requirements established through an open transportation planning process. Line items containing Operations and maintenance costs are included in the RTIP under RPA-18 O&M.

**Illustrative Projects**
Projects may be identified in the RTIP as illustrative. Illustrative projects maintain a placeholder position in the RTIP that shows the overall needs of the region, but have no funding available at this time. Illustrative projects will be accomplished if and when federal, state and/or local funds become available to accomplish the project. Since no funding is guaranteed for illustrative projects, they are not included in the financial constraint assessment.

**Conclusion**
Given the existing methodology, this FY 2020–FY 2023 Regional Transportation Improvement Program meets fiscal constraint requirements.