

**IOWA NORTHLAND REGIONAL TRANSPORTATION AUTHORITY
MEETING NOTICE**

**INRCOG BOARD ROOM
229 EAST PARK AVENUE
WATERLOO, IA**

THURSDAY, FEBRUARY 15, 2024, 1:00 PM

AGENDA

Actionable Items

1. Approval of the agenda.
2. Review and consider approval of the minutes for the December 21, 2023 meeting (pages 3-5).
3. Review and consider approval of a resolution relating to the 2020 U.S. Census MPO/RTA Population Adjustment (pages 6-9).

Discussion Items

1. House File 591 and final request for [Letter of Support](#).
2. Project updates (TA SA/TAP and STBG)
3. General discussion.
4. Adjournment.

www.bhcmpo.org/rta

RTA meetings are open to all individuals. Any person requesting reasonable accommodation to participate in this meeting must contact INRCOG at (319) 235-0311 at least two (2) business days in advance of this meeting.

Policy Board Members (Term Ending 12/31/2024)

Representing	Name	Title
Black Hawk County	Dan Trelka	Supervisor
Bremer County	Duane Hildebrandt	Supervisor (Vice Chair)
Buchanan County	Clayton Ohrt	Supervisor
Butler County	Greg Barnett	Supervisor (Chair)
Chickasaw County	Matthew Kuhn	Supervisor
Grundy County	Mark Schildroth	Supervisor
City of Waverly	Mike Cherry	City Engineer
City of Independence	Brad Bleichner	Mayor
City of Denver (Small City At Large)	Joel Wikner	Councilmember
City of Readlyn (Small City At Large)	Dan Wedemeier	Mayor
City of Plainfield (Small City At Large)	Tom Geise	Mayor
VACANT (Small City At Large)		

Transportation Technical Committee Members (Term Ending 12/31/2024)

Representing	Name	Title
Black Hawk County	Cathy Nicholas	County Engineer
Bremer County	Landon Moore	County Engineer
Buchanan County	Brian Keierleber	County Engineer
Butler County	John Riherd	County Engineer
Chickasaw County	Roman Lensing	County Engineer
Grundy County	Gary Mauer	County Engineer
City of Waverly	Mike Cherry	City Engineer
City of Independence	Matthew Schmitz	City Manager
City of Denver (Small City At Large)	Joel Wikner	Councilmember
City of Readlyn (Small City At Large)	Dan Wedemeier	Mayor
City of Plainfield (Small City At Large)	Tom Geise	Mayor
City of Dunkerton (Small City At Large)	Michael Schares	Mayor

Bicycle and Pedestrian Advisory Committee Members (Term Ending 12/31/2024)

Representing	Name	Title
Black Hawk County Conservation	Mike Hendrickson	Executive Director
Bremer County Conservation	Andrew Hockenson	Director
Buchanan County Conservation	Dan Cohen	Executive Director
Butler County Conservation	Matt Morris	Executive Director
Chickasaw County Conservation	Chad Humpal	Director
Grundy County Conservation	Nick Buseman	Executive Director
City of Waverly	Mike Cherry	City Engineer
City of Independence	Matthew Schmitz	City Manager
City of Denver (Small City At Large)	Joel Wikner	Councilmember
City of Readlyn (Small City At Large)	Dan Wedemeier	Mayor
City of Plainfield (Small City At Large)	Tom Geise	Mayor
City of Dunkerton (Small City At Large)	Michael Schares	Mayor

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IOWA NORTHLAND REGIONAL TRANSPORTATION AUTHORITY

THURSDAY, DECEMBER 21, 2023

MINUTES

Chair Barnett called the meeting of the Iowa Northland Regional Transportation Authority (RTA) to order at 1:00 PM.

Meeting Attendees:

Name	Title	Representing	Role
Duane Hildebrandt	Supervisor	Bremer County	Policy Board Member (Vice-Chair)
Clayton Ohrt	Supervisor	Buchanan County	Policy Board Member
Greg Barnett	Supervisor	Butler County	Policy Board Member (Chair)
Matthew Kuhn	Supervisor	Chickasaw County	Policy Board Member
Mark Schildroth	Supervisor	Grundy County	Policy Board Member
Joel Wikner	Councilmember	City of Denver	Policy Board Member
Mike Cherry	City Engineer	City of Waverly	Policy Board Member
Landon Moore	County Engineer	Bremer County	TTC Member
Brian Keierleber	County Engineer	Buchanan County	TTC Member
Cathy Nicholas	County Engineer	Black Hawk County	TTC Member
Roman Lensing	County Engineer	Chickasaw County	TTC Member (Online)
Michael Schares	Mayor	City of Dunkerton	TTC Member
Matthew Schmitz	City Manager	City of Independence	TTC Member (Online)
Lois Buhr	City Clerk	City of Readlyn	Attendee
Krista Billhorn	District Transportation Planner	Iowa DOT	Attendee (Online)
Matt Rector	Regional Director	Senator Chuck Grassley	Attendee
Aldina Dautović	Transportation Planner	INRCOG	RTA Staff (Secretary)
Kyle Durant	Transportation Planner	INRCOG	RTA Staff
Nick Fratzke	Director of Transportation	INRCOG	RTA Staff
Brenda Vavroch	Safe Routes to School Coordinator	INRCOG	RTA Staff

The first item on the agenda was approval of the agenda. It was moved by Schares, seconded by Schildroth to approve the agenda as presented. Motion carried unanimously.

Next was to review and consider approval of the minutes for the October 19, 2023 meeting. It was moved by Schildroth, seconded by Hildebrandt to approve the minutes as presented. Motion carried unanimously.

Next was to review and consider approval of the Transportation Alternatives Set-Aside (TA SA) Project Selection and Programming Guidelines for the RTA. Durant said the Iowa DOT released updated guidelines for TA SA (previously known as Transportation Alternatives Program, TAP) with the implementation of the Bipartisan Infrastructure Law. The biggest update to the program involves applicant eligibility. With TA SA, entities such as schools and nonprofit organizations can apply for funding opportunities. Staff presented draft guidelines and provided opportunities for public review and comment. No comments or proposed changes have been received. Applications for TA SA are due in February. It was moved by Hildebrandt, seconded by Schildroth to approve the Transportation Alternatives Set-Aside Project Selection and Programming Guidelines for the RTA as presented. Motion carried unanimously.

Next was the Election of Officers for 2024. Barnett and Hildebrandt volunteered to continue serving as Chair and Vice-Chair respectively. It was moved by Schares, seconded by Schildroth to approve the slate of Officers for 2024 as presented. Motion carried unanimously.

Next was Discussion Items:

1. STBG and TA SA Funding Opportunities

Durant said an RTA page is available on the Black Hawk County MPO website that provides details on funding opportunities. General information, funding amounts, guidelines, and project applications can all be found at www.bhcmpo.org/rta. Eligible projects for TA SA include sidewalks, trails, dedicated bike lanes, and Safe Routes to School infrastructure. Paved shoulders are not included under eligible projects. The minimum project cost is \$100,000.

Rector said RAISE grant applications are open and are due on February 28, 2024. A Notice of Funding Opportunity will be published soon for the Railroad Crossing Elimination Program. Another grant opportunity will be available soon by the EPA to fund climate change related projects. Rector noted that if any jurisdictions plan to apply and would like a Letter of Support from Senator Chuck Grassley's office, to reach out.

2. Project Updates

a. City and county project updates (TAP and STBG)

Waverly

Cherry said the Rolling Prairie Trail extension finished in July. The IA 3 bridge is scheduled to be let in May and begin construction during late summer. The City hopes to complete the bridge in one year.

Readlyn

Buhr said the City is wrapping up punch list items for their Main Street project.

Chickasaw County

Lensing said the V18 overlay is scheduled to be let this January.

Bremer County

Moore said C50 was completed in September. Two bridge projects went out to bid.

Black Hawk County

Nicholas said the bid for Crane Creek bridge replacement came in high.

Buchanan County

Keierleber said the county was successful in receiving safety funds for edge treatments on W35.

Butler County

Barnett said construction has started on the bridge replacement project. The temporary bridge will be placed soon, and the project will be worked on throughout the winter.

b. IA 150 PEL Study

Billhorn said the IA 150 PEL Study project location spans from north Urbana to south of Oelwein. The study is looking at adding passing and turning lanes at specific locations. Alternatives for the project include creating one-way traffic through the downtown area. A PowerPoint and opportunity to submit comments can be found [online](#). Public comments are due by January 8th, 2024.

In general discussion, the group discussed difficulty with successfully obtaining IJA grant opportunities targeted towards rural areas. Many rural communities cannot meet local match requirements or population eligibility. The group noted that rural descriptions need to be updated to include smaller Iowa communities, and that needs exceed available federal funding. Keierleber shared the Iowa [Public Works Service Bureau \(PWSB\) tool](#). There is no charge to use it, and it serves as a means of communication for public works and transportation in small towns. Durant noted the [Justice40 Initiative screening tool](#), which shows disadvantaged communities by census tract.

There being no further business, it was moved by Schares, seconded by Keierleber to adjourn the meeting. Motion carried unanimously. The meeting was adjourned at 1:41 PM.

Respectfully submitted,

Aldina Dautović
Secretary

**JOINT AGREEMENT RESOLUTION
FOR METROPOLITAN AND REGIONAL POPULATIONS**

WHEREAS, federal transportation planning regulations provide for the establishment of a metropolitan planning organization within each metropolitan area to serve as a forum for local officials to carry out certain multimodal transportation planning and programming responsibilities within each metropolitan area; and

WHEREAS, the Iowa Department of Transportation (hereinafter Iowa DOT) has elected to share certain multimodal transportation planning and programming responsibilities with local officials acting through regional planning affiliations; and

WHEREAS, the Black Hawk County MPO (hereinafter MPO) has been designated by the cities and counties within its boundaries, with the concurrence of the Governor(s) to serve as the metropolitan planning organization for the Black Hawk County metropolitan area; and

WHEREAS, the Iowa Northland Regional Transportation Authority (hereinafter RTA) has been designated by the general-purpose units of local government to serve as the regional planning affiliation within Region 7; and

WHEREAS, Surface Transportation Block Grant (STBG), Transportation Alternatives Set-Aside (TASA), and Carbon Reduction Program (CRP) funding is apportioned to the States for projects to preserve and improve the conditions and performance on Federal-aid highways, bridges, bicycle and pedestrian infrastructure, and transit capital projects; and

WHEREAS, the Iowa DOT allocates STBG, TASA, and CRP funding to metropolitan planning organizations based on population and to regional planning affiliations based partially on population that is initially delineated by the Census-defined urbanized area boundary; and

WHEREAS, the MPO has established an adjusted Federal Highway Administration (hereinafter FHWA) Urban Area Boundary and an MPO Planning Area Boundary, which have been reviewed and approved by the Iowa DOT and FHWA.

NOW, THEREFORE, THE MPO AND RTA HAVE AGREED THAT the Iowa DOT shall proceed with allocating STBG, TASA, and CRP (MPO only) funding, subject to all terms, conditions, and obligations connected with the federal programs, based on the delineating boundary and resulting population adjustment described below:

Delineating boundary (map attached):	MPO Planning Area Boundary
Resulting population adjustment:	1,660 from the RTA to the MPO
Resulting total population for the MPO:	121,271
Resulting total population for the RTA:	94,101

THIS AGREEMENT TO BE IN EFFECT until the next decennial Census unless a special Census, approved boundary change, or decision to utilize a different boundary, requiring an updated agreement.

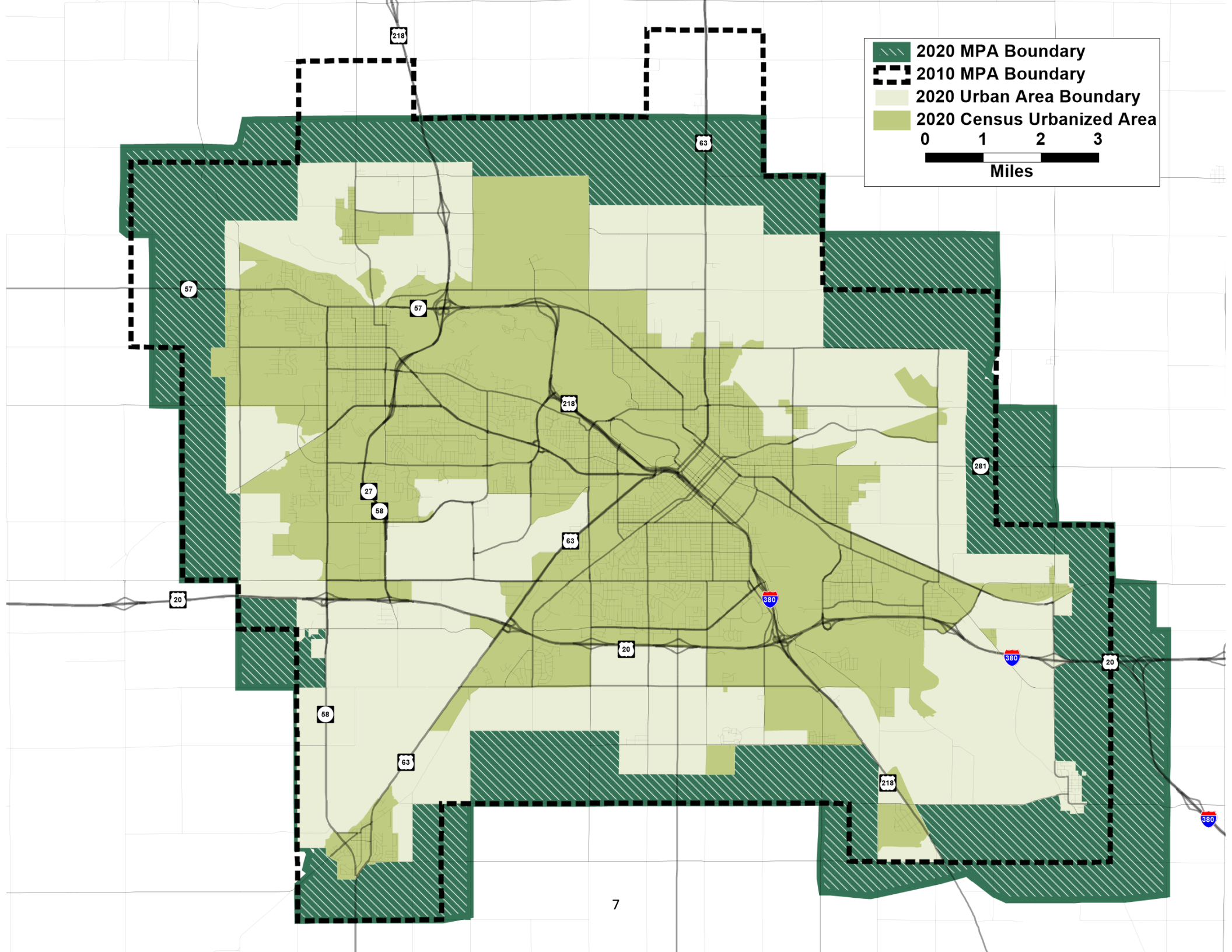
IN WITNESS WHEREOF, the parties hereunto have caused this AGREEMENT to be executed by their proper officials thereunto duly authorized as of the dates below indicated, in consideration of the mutual covenants, promises, and representations contained herein.

DeAnne Kobliska
Chair
Black Hawk County MPO

Greg Barnett
Chair
Iowa Northland Regional Transportation Authority

Date: _____

Date: _____



2020 MPA Boundary
2010 MPA Boundary
2020 Urban Area Boundary
2020 Census Urbanized Area

0 1 2 3
Miles

Timeline and Guidance for MPO/RPA Population Adjustments

Background

The following information has been compiled to provide guidance to MPOs and RPA' that choose to make adjustments to populations used in calculating Surface Transportation Block Grant (STBG) and Transportation Alternatives Program (TAP) funding targets. Default population information used in the target calculation process is based on Census defined Urban Area geography. Default MPO populations reflect population statistics for Census Urban Area boundaries (50,000 population and above), while RPA populations are based on both Census Urban Area and County populations.

As has been allowed in the past, MPOs and RPAs are to mutually determine if a boundary other than the Census Urban Area would be more appropriate for the purpose of calculating STBG and TAP funding targets. Boundaries eligible to be used for population adjustments include FHWA approved Urban Area and Metropolitan Planning Area (MPA) boundaries. Historically, most MPOs and RPAs have agreed to adjust target populations based on MPA boundaries.

Guidance

To date, the Urban Area Boundary update process has been completed. Updated boundaries were submitted December 20th for FHWA approval. Presently, MPOs are beginning the process of making subsequent updates to their MPA boundaries. General steps for updating MPA boundaries are as follows:

1. MPO defines the proposed MPA boundary using Census geography
2. MPO creates a map showing the existing and proposed MPA boundaries
3. MPO approves the new MPA boundary through formal resolution
4. MPO provides map and resolution to the Iowa DOT Systems Planning Bureau for review
5. Iowa DOT makes formal recommendation on the requested MPA boundary change to the FHWA in the form of a letter

Once MPAs have been updated, MPOs and RPAs need to determine if a population adjustment for the purpose of calculating funding targets will be completed. If a population adjustment is pursued, the first determination to be made is what boundary will be the basis for adjustment. Regardless of which boundary is selected, the MPO and RPA will be required to calculate the resulting population shift. The population shift must be provided at the county level if the applicable boundary adjustment impacts multiple counties. These population adjustment figures must be sent to the Iowa DOT Systems Planning Bureau for verification and approval. Once verified by the Iowa DOT, the MPO and RPA must complete the required joint resolution approving the population adjustment.

Upon receipt of the signed joint resolution, population adjustments will be incorporated into the FFY 2026 STBG and TAP target calculation process. In order to meet the typical target distribution deadline of February, signed population adjustment resolutions must be received September 30, 2024.

Any population adjustments included in the 2026 targets will remain in place until the 2030 Census data is available. In years between census cycles, changes to population adjustments should be made only as a result of a special census, an updated and approved MPA boundary, or a decision by the MPO and RPA to utilize a different boundary (i.e., Urban Area vs MPA). Any interim year population adjustment requests must be submitted to the DOT for approval.

Timeline Information

Urban Area Boundaries Update – Submitted December 20th, 2023

Metropolitan Planning Area Boundary Update – MPOs should begin process of updating MPA boundaries as soon as UAB boundary update is complete

MPO and RPA Population Adjustment Discussions – Upon approval of the MPA boundaries, the MPOs and RPAs should begin discussions on population adjustments. These discussions should result in a mutually agreed upon population adjustment and an executed joint resolution due to Program Management by September 30, 2024.

If a boundary adjustment is pursued using either the approved Urban Area or existing MPA boundary, MPOs and RPAs can immediately start population adjustment discussion.

Questions related to population adjustments should be directed to Matt Chambers, Program Management, 515-239-1409, Matthew.Chambers@iowadot.us

Questions related to boundary adjustments should be directed to Jeff Von Brown, Office of Systems Planning, 515-239-1554, <mailto:Jeff.VonBrown@iowadot.us>