



POLICY BOARD MEETING NOTICE AND AGENDA

Corridor Metropolitan Planning Organization

January 18th, 2018 at 1:30 pm

Hiawatha City Hall, 101 Emmons Street, Hiawatha

Roll Call

Public Comment

Action Items

- 1. Policy Board Minutes from the October 19, 2017 meeting.** Attached.
- 2. Annual Organizational Meeting (Bill Micheel & Hilary Hershner)**
 - Action 1: *Election of Officers*
 - i. *Nomination and election of Chairperson and Vice-Chairperson*
 - Action 2: *Confirm list of Policy Board members and alternates*
 - Action 3: *Confirm Executive Committee representatives*
 - *Review Corridor MPO Goals*
- 3. Resolution to Adopt Iowa DOT Safety Targets and Performance Measures (Bill Micheel)**
- 4. TPWP Amendment for Tower Terrace Road Corridor Management Plan Update & Close Public Comment Period. (Bill Micheel)**

Informational Items

- 5. Administrative Modifications**
 - Cherokee Trail (Brandon Whyte)
 - CeMar Trail – something else (Brandon Whyte)
 - CeMar Trail – non-participatory work (Hilary Hershner)
- 6. Public Participation Plan Update (Hilary Hershner)**

Report Items

Member Updates

Next Policy Board Meetings/Agendas (3rd Thursday of January, March, May, July & October @ 1:30)

- March 22nd 2018 @ Council Chambers, Robins City Hall, 265 S 2nd Street, Robins

Upcoming Corridor MPO Subcommittee/Advisory/Task Force Meetings



Smarter Transportation, Better Community

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- **TTAC:** First Thursday of the month @ 2 pm – February 1st – Training Room, Cedar Rapids City Hall, 101 First Street SE, Cedar Rapids
- **Executive Committee:** Second Wednesday of the month @ 8:30 am – February 14th – Linn County Jean Oxley Public Service Center, Conferences Rooms 1A/1B, 935 2nd Street SW, Cedar Rapids

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.com as soon as possible, but no later than 48 hours before the event.



CORRIDOR MPO MEETING MINUTES
Marion City Hall, Conference Rooms 134/136
1225 6th Avenue, Marion
Thursday, October 19, 2017 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			
Roy Heseman	X			
Chuck Hinz	X			Left meeting at 2:39 p.m.
Eldy Miller		X		
Tim Mooney	X		Kesha Billings	
Brent Oleson		X		
Scott Olson	X			
Scott Overland	X			Left meeting at 2:52 p.m.
Jeff Pomeranz	X			
Ralph Russell	X			
Kirsty Sanchez	X			
Susie Weinacht	X		Brad DeBrower	
Jen Winter	X			
Tom Yock		X		

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

Chairperson John Bender called the meeting to order at 1:33 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 July 20, 2017 meeting.

Scott Olson made a motion to approve the minutes from July 20, 2017. Bill Bennett seconded the motion. The motion passed unanimously.

2. DOT TIP Amendment Request

Brandon Whyte stated that this is a request to amend the FFY 2018 to FFY 2021 Transportation Improvement Program (TIP) to include the Cedar Rapids Logistics Park. This is



a request from the DOT and MPO funding is not being used for this project. The Executive Committee closed the public comment period and recommended approval at their October 11, 2017 meeting.

Mr. Olson made a motion to approve the amendment to the FFY 2018 to FFY 2021 Transportation Improvement Program (TIP) to include the Cedar Rapids Logistics Park. Ralph Russell seconded the motion. The motion passed unanimously.

3. Call for FFY 2019 to FFY 2022 TIP Projects

Mr. Whyte stated that the call for projects allows communities to make project funding requests for the upcoming TIP. Projects are due at 8:00 a.m. on January 15, 2018 without exception. The following available funding amounts are tentative until May 2018:

- **Total available for roads: \$2,808,000; Total for trails: \$1,952,000; Total for transit: \$1,123,000**
- FFY19 - \$0 for roads; \$0 for trails; \$0 for transit
- FFY20 - \$0 for roads; \$0 for trails; \$0 for transit
- FFY21 - \$0 for roads; \$267,000 for trails; \$0 for transit
- FFY22 - \$2,808,000 for roads; \$1,685,000 for trails; \$1,123,000 for transit

Mr. Bennett made a motion to open the call for funding requests for the FFY19 – FFY22 TIP. Scott Overland seconded the motion. The motion passed unanimously.

4. TIP Application Changes

Mr. Whyte reviewed all of the changes to the TIP application that are highlighted in yellow in the packet. The pros of the changes are local control, management of funding is simpler, there are clear funding targets, and more detailed project reviews. The cons of the changes are more detailed project reviews that require more work for member communities (mostly on trail projects) and the Iowa DOT must review trail projects which requires more work for MPO staff, but should not slow the TIP process.

Mr. Bender asked if staff could hold a training session for member jurisdictions to go over the changes in the application. Bill Micheel stated that is a great idea and staff could add in a discussion about status reports. Mr. Bender noted that having a DOT representative at the training session would also be helpful.

Mr. Olson stated that the DOT has final say of a project, so can they turn down a project that was submitted for funding? Mr. Whyte stated that they can, but he does not believe that the MPO has ever turned in a project that the DOT would have said no to and there is not a project in the FCP now that they would say no to. Mr. Micheel stated that is part of the role of staff to have a good idea as to what the requirements are and to ensure that projects that are submitted meet those requirements.

Mr. Bennett made a motion to approve the changes to the TIP application. Roy Heseman seconded the motion. The motion passed unanimously.



5. Annual Dues Discussion

Mr. Micheel stated that the Corridor MPO has a balance of \$836,459 of planning funds which includes \$471,062 unbudgeted in FY18. There is a ratio of carryover to five (5) year spending average of 195% and the DOT would like to see it at 95%. The IDOT has indicated to CMPO staff that it is highly desirable to reduce the balance to equal to or less than one (1) year's allocation (\$341,336) within two (2) years. Current dues did not cover operating costs in FY18. Since the MPO went to full-time staff, we are no longer building up unobligated local to access planning funds and drawing down unobligated local to cover operating costs and project obligations. Anything over 100% is looked on unfavorably and the carryover policy states that the CMPO will not be able to transfer new STBG funding for planning for FY 2018. IDOT must recertify every four (4) years and our quadrennial review is approaching.

Mr. Micheel stated that the current CMPO per capita rate is \$0.45 and the mean per capita rate for IA MPOs is \$0.70. The mean number of full-time staff for planning areas with a population between 100,000 to 200,000 is 4.3. Our MPO has two (2) full-time staff and two (2) part-time staff. Mr. Micheel gave the following options to consider:

- 1) Increase dues based on a per capita basis:
 - Hire a new Regional Planner (Entry Level) to assist with in-house projects
 - Complete a number of regional planning studies w/ consultants at no cost to jurisdictions (i.e. Tower Terrace Road)
 - Complete regional planning studies with consultants through grant program to members (20% local match covered by member)
- 2) Increase dues based on a per capita basis:
 - Hire a new MPO Manager to assist with in-house projects
 - Complete a number of regional planning studies with consultants at no cost to jurisdictions (i.e. Tower Terrace Road)
 - Complete regional planning studies with consultants through grant program to members (20% local match covered by member)
- 3) Increase dues based on a per capita basis:
 - Complete a number of regional planning studies with consultants at no cost to jurisdictions (i.e. Tower Terrace Road)
 - Complete regional planning studies w/ consultants through grant program to members (20% local match covered by member)

Staff recommends option 1 because it would create an additional \$30,000 to leverage additional \$150,000 planning funds, allow for more timely completion of travel demand model and reduction of planning funds balance in two (2) year period in combination with grant program, and allow for cost of living increases and professional development with an annual consideration of one (1) to two (2) percent increase. The Executive Committee was in favor of option 1.

Mr. Russell stated that it was a painful process to change the makeup of the Policy Board a few years ago and Cedar Rapids was limited to half of the Policy Board. It is interesting that dues are made up based on population and that staff is coming in with a recommendation to continue that policy, which is not surprising considering other MPOs do that as well. Mr. Russell stated that he will vote for this, but we have to keep in mind that there is dissatisfaction around



splitting up representation equally based on population when it comes time to vote, but when it is time to support the organization financially everyone thinks that is fine. Mr. Russell does not want to change the governance, but this is worth mentioning because it is a double standard in the operation of this MPO.

Mr. Olson asked if the population numbers are from the 2010 census or can we pick a date of point for population because some cities have grown dramatically and we want to make sure it is balanced fairly. Also, Mr. Olson wants to make sure we are not doing studies just to spend the money down and there are no actions after the study. Hopefully, there are enough needs out there to effectively use the funding. Mr. Micheel stated that the LRTP and TPWP are updated once a year and during those processes staff looks at population data and updates it. In addition, Marion and Robins did a special census and those numbers were incorporated. As far as funding for studies, in conversations with MPO staff, Executive Committee, and Policy Board, there are many needs that those funds can be used for. Each member jurisdiction has a number of needs for studies for roads in the corridor. As long as they are regional in nature this funding can be used.

Mr. Whyte stated that the by-laws say the census not the American Community Survey. What that means is when Marion and Robins did a special census that counted. There has not been a census in any of the other communities, so those numbers reflect 2010. Mr. Olson asked if using the American Community Survey data every year is the fair way to do this. Mr. Micheel stated that this is something that can be brought to Executive Committee and Policy Board. Jeff Pomeranz stated that Cedar Rapids is not concerned with amount of the increase, but more the point of the discussions about representation. It seems like when we are allocating costs it is fair to do it on a per capita basis, but there was a lot of concern on representation.

Chuck Hinz made a motion to approve option 1 for increasing annual dues. Mr. Pomeranz seconded the motion. The motion passed unanimously.

6. Tower Terrace Road Corridor Management Plan Update

Mr. Micheel stated that the Tower Terrace Road Management Plan was done in March 2010 and it needs to be updated. The scope of work includes an update to the alignment and the cross sections. Where the cross sections do not align a transition plan will be created in addition to taking a look at the phasing. There may be a need to reduce the size of some of the sections and the costs will be significantly different than in 2010. The project area has expanded with the Tower Terrace Road Interchange at I-380. The Interchange Justification Report (IJR) will be coming out soon and that would be included in this update. The cost for the update is \$40,000 - \$50,000. Staff is asking that the Policy Board approve up to \$50,000 to update this plan.

Mr. Hinz stated that it is really important to get an up-to-date comprehensive look and suggestion on everything that fits together so that this does not continue to be a piece by piece project. We have done a great job so far, but it is time to get some data to finish off the comprehensive approach.



Kesha Billings asked if we look at a more comprehensive approach and where we anticipate our minor arterials intersecting with this. How do we see it branching out, not just the corridor itself, but looking at the pockets in Robins, how to deal with the railroads, and how we anticipate land uses changing. The update needs to look beyond the cross sections.

Mr. Russell made a motion to direct staff to draft and release a Request for Proposals for an update to the Tower Terrace Road Corridor Management Plan and to approve up to \$50,000 for the study. Mr. Hintz seconded the motion. The motion passed unanimously.

Informational Items

7. Iowa DOT TAP Funding Changes

Mr. Whyte stated that FAST ACT requires state control of TAP funding. The Iowa DOT is swapping STBG and TAP funding and has established new project development and programming constraints. The significant changes for project development are: Agreements with the DOT will be sent to project sponsors just prior to the program year and will be required to be executed within 60-90 days of receipt, concept statement and preliminary plans are required within one (1) year, letting required within two (2) years, and failure of the above may be grounds for project cancellation. The Iowa DOT stated that due these changes, it is important that agencies program their projects in a realistic accomplishment year. Project constraints are that STBG-TAP projects may move up in funding years if ready for completion and there will be a STBG – TAP balance accrual cap. The cap will be based on 4 years of funding back from September 30, 2020. If funding provided to the MPO (unallocated and allocated project funding) exceeds the cap then either funding will be revoked over the amount above the cap or no new funding will be provided to the MPO. The DOT stated that this means if you have a balance in excess of four years of funding, you should plan to award the excess to projects that can reach authorization between now and the end of FFY2020. Mr. Whyte stated that the DOT has established a new funding mechanism to better support Iowa's Byways and Safe Routes to School Projects. MPO STBG TAP projects along a byway or school and that have at least fifty (50) percent MPO funding are eligible. Iowa DOT will provide (competitively) up to thirty (30) percent of the project cost and the local twenty (20) percent is still required. The yearly funding allocation is \$1,000,000 statewide. The following are the impacts of the new TAP funding changes: Project development must quicken, the ability to move projects forward is a boon to shovel ready projects, MPO staff believes we can be under a September 30, 2020 cap, a similar cap on STBG in the coming years is expected, and our MPO should be able to take advantage of the new Iowa DOT funding source.

The Board discussed the new timeline and if it is too tight to complete projects. Ms. Billings stated that it depends on property owners, how long negotiations go, and how tough the project is as well as many other variables that can happen.

8. Website Update

Mr. Micheel stated that the Policy Board approved \$20,000 for the new website that also includes GrantWoodTrails.com. The new website is on schedule to be ready by the spring of 2018.



9. Travel Demand Model Update

Hilary Hershner stated that the MPO is updating the Travel Demand Model (TDM) which is a computer program that uses a combination of information on land use, demographic data, and regional trip characteristics to model travel patterns in a region. The TDM is used to forecast traffic flows on the transportation system, evaluate roadway and bus service improvements, and long range forecasts. The TDM is important because the results can help decision-makers in making informed transportation planning decisions. Staff is updating the TDM because it is the first step in updating the LRTP and the Iowa DOT is working on standardizing all MPO models across the state. The TDM update should be completed by January 2019.

10. RTA Study Update

Mr. Micheel stated that the Transit Study that was completed recommended that the MPO take a look at forming a Regional Transit Authority (RTA), so that takes the transit system that is currently operated by CR Transit and form a RTA that has a separate board and will be its own taxing authority. We are currently in Phase I which takes a look at governance structure as well as what the options are for a fair and equitable funding mechanism for the RTA. Phases II and III are dependent upon deciding whether to move on after Phase I or not. More information will go to each jurisdiction's elected officials at the beginning of 2018.

Reports

There were no reports.

Member Updates

Mr. Whyte stated that there was a ribbon cutting event in Ely for the Ely Trail Extension. This is the first project completed using the 80/20 money. Mr. Micheel added that staff would like to do more of these ribbon cutting events for MPO completed projects.

Mr. Olson made a motion to adjourn the meeting. Mr. Heseman seconded the motion. The motion passed unanimously. The meeting adjourned at 2:52 p.m.

Respectfully Submitted,
Anne Kroll, Administrative Assistant II



Agenda Item 2: 2018 Annual Organizational Meeting

1.) Election of Officers

Background

Section 2-A of the Corridor MPO by-laws states that “The first regularly scheduled Corridor MPO meeting each calendar year shall be an organized meeting to review the Corridor MPO goals and provide operational information to members. The Corridor MPO Policy Board shall elect a Chair and Vice Chair representing different jurisdictions and formally acknowledge the members of the Executive Committee.”

Please consider possible nominations for Chairperson and Vice-Chairperson and come prepared to confirm Policy Board members and alternates and Executive Committee members. Finally, MPO staff will briefly review the Corridor MPO Goals with the Policy Board.

Budget Impact: L RTP TIP TPWP None

Committee Action: TTAC Executive Committee None

Time Sensitivity: To conform to Section 2-A of the by-laws, this Action must occur during this meeting.

Recommended Actions:

- Nominate and elect a Chairperson and Vice-Chairperson
- Formally acknowledge representatives on the Executive Committee.
- Confirm list of Policy Board members and alternates.



3. Iowa DOT Safety Targets and Performance Measures

Background

On November 2nd, 2017, the Transportation Technical Advisory Committee (TTAC) recommended adoption of the Iowa DOT Safety Targets for the five Performance Measures outlined in the table below.

Per Code of Federal Regulations (CFR) 23 § 490.207, the State of Iowa was required to set Safety Targets for five Performance Measures for the years between 2014-2018. The State adopted and reported these Safety Targets in the annual Highway Safety Improvement Program (HSIP) report in September of 2017.

Per CFR 23 § 490.209, each MPO must establish 2014-2018 Safety Targets for the five Performance Measures within 180 days of the adoption of Safety Targets by the State, which is February 27, 2018. For each Performance Measure, the MPO will need to choose one of two options:

- 1) 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
- 2) Set a quantifiable target for that performance measure for the MPO.

In practice, option 1 results in the MPO programming Iowa DOT projects, which typically do not include MPO funding, into our Transportation Improvement Program (TIP), which is current Corridor MPO common practice. MPO’s that establish their own targets for fatality rate or serious injury rate will need to report the VMT methodology and estimate used in developing the rate for the target.

Details

The Iowa DOT’s Safety Targets and Performance Measures are outlined in the table below:

Performance Measures	Five Year Rolling Averages	
	2012-2016 Baseline	2014-2018 Target
Number of Fatalities	345.4	367.9
Fatality Rate*	1.063	1.080
Number of Serious Injuries	1529.0	1562.2
Serious Injury Rate*	4.707	4.587
Non-Motorized Fatalities and Serious Injuries	144.2	150.7

*Rates are per 100 million vehicle miles traveled (VMT)

Budget Impact: L RTP TIP TPWP None

Committee Action: TTAC Executive Committee None



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Time Sensitivity: Corridor MPO Policy Board must take action by February 27th, 2018.

Recommended Action: Staff recommends adopting the Iowa DOT's Safety Targets for the five Performance Measures.



Agenda Item 4. Transportation Planning Work Program (TPWP) Amendment for the Tower Terrace Road Corridor Management Plan Update and Closure of a Public Comment Period to Amend the TPWP.

Background:

In order to move forward with the update to the Tower Terrace Road Corridor Management Plan, the current Transportation Planning Work Program (TPWP) must be amended to include the cost of a selected consultant.

The proposed TPWP Amendment will add the up to \$50,000 approved by the Policy Board on October 19th, 2017 to hire a consultant to assist staff in the update to the Corridor Management Plan. The Executive Committee provided a recommendation for approval of the proposed amendment on a unanimous vote during their December 13th, 2017 meeting.

In addition, the Executive Committee opened the public comment period for the proposed TPWP amendment during the meeting on December 13th and staff is recommending that the Policy Board close the public comment period during the meeting on January 18th.

Budget Impact: L RTP TIP TPWP None

\$50,000 (\$40,000 Federal/\$10,000 Local) would be added to the TPWP Budget to complete this amendment to the plan.

Committee Action: TTAC Executive Committee None

Consideration of the TPWP amendment and closure of the public comment period are desired at this time, as this allows the update to the Tower

Time Sensitivity: Terrace Road Corridor Management Plan to begin in January of 2018.

Recommended Action: Approval of the proposed TPWP amendment to include the update to the Tower Terrace Road Corridor Management Plan in an amount of up to \$50,000 and closure of the public comment period to amend the TPWP.