

APPENDIX

Included in the appendix:

RPA 2 Policy Board By-Laws

RPA 2 Public Participation Plan

BYLAWS
NORTH IOWA REGIONAL
TRANSPORTATION POLICY
BOARD

Final
July 10, 2013

ARTICLE I. - NAME

Section 1. The name of this board shall be the North Iowa Regional Transportation Policy Board and hereinafter be referred to as the Board.

ARTICLE II. - PURPOSE

Section 1. The Board shall serve as the Regional Planning Agency for the Region 2 planning district for purposes of compliance to the Moving Ahead for Progress in the 21st Century (MAP-21). The Board shall have the power and duty to make comprehensive transportation studies and plans for the development of the area it serves which will guide the unified development of the area and which will eliminate planning duplication and promote economy and efficiency in the coordinated development of the area and general welfare, convenience, safety, and prosperity of its people.

Section 2. The Board shall also have the power of making policy decisions concerning the development of safe, fast, efficient, and coordinated transportation systems subject to the approval of the respective jurisdiction's governing body.

Section 3. The Board shall annually adopt a four-year Transportation Improvement Program (TIP), and the Transportation Planning Work Program (TPWP). The Board shall revise and adopt as necessary, the Public Participation Process, (PPP) and the By-Laws. Every five (5) years the Board shall adopt the Passenger Transportation Plan (PTP), the Long Range Transportation Plan (LRTP) Plan, and other documents as required under the Moving Ahead for Progress in the 21st Century (MAP-21), or by Iowa Department of Transportation direction.

Section 4. The Board shall allocate federal-aid funds to eligible projects within the programming years of the TIP.

ARTICLE III. - MEMBERSHIP

Section 1. The membership of this Board shall be as follows:

A representative from each county board of supervisors (8);

A representative from each city with a population of 5,000 or greater, that is appointed by the mayor and/or city council according to the respective city's appointment policies (4);

In counties where no cities with a population of 5,000 or greater exist, a representative from one city in the county, to be appointed by the board of supervisors of that county (5).

Appointed city representatives whether over or under the 5,000 population shall represent all cities in their respective counties.

There will be a total of 17 representatives.

Section 2. Each member to the Board shall have a term of one year. The term shall begin on January 1 and expire on December 31, one year after appointment. Each county and/or city as necessary with appointment authority must then appoint new Board representative(s) or re-appoint the same member(s).

Section 3. All vacancies occurring in the Board shall be filled by appointment, in the same manner as the original appointment. The representative so appointed shall serve until the next regular annual appointment of representatives.

Section 4. Ex-officio membership will include the Iowa Department of Transportation Director of Planning and Programming or his/her approved representative, the Director of the North Iowa Area Council of Governments and one staff person.

ARTICLE IV. - OFFICERS

Section 1. The officers of this Board shall be: a Chairperson whose duties shall be to preside at all meetings and to call special meetings; a Vice Chairperson who shall perform the duties of the Chairperson in his or her absence or inability to act; a Secretary who shall perform the duties of the Vice-Chairperson in his or her absence or inability to act and who with NIACOG staff assistance shall keep a full record of the proceedings of the Board and of its committees and shall perform such other duties as the Board may from time to time direct.

Section 2. The Chairperson, Vice Chairperson, and Secretary shall be elected from the membership of the Board each year for a term of one year at the first regular meeting of each year.

Section 3. In the event of a vacancy, a new officer shall be appointed by a majority vote of the Board.

ARTICLE V. - MEETINGS

Section 1. The Board shall hold meetings at least quarterly or as needed to ensure program requirements are met. Special meetings may be called by the Chairman, by any five (5) members of the Board, or by NIACOG staff as needed.

Section 2. The Secretary of the Board shall mail or deliver, or cause to be mailed or delivered, written notice of each regular meeting to each member of the Board at least seven (7) days prior to such meeting. Notice of special meetings shall state the purpose for which such meeting is called and shall be called or delivered at least 24 hours in advance of the meeting time.

Section 3. Board meetings shall be conducted in accordance with Robert's Rules of Order.

Section 4. Board meetings shall be open to the public and conform to the requirements of Chapter 21 of the Code of Iowa.

ARTICLE VI. - QUORUM

Section 1. At any meeting of the Board, a quorum shall consist of forty (40) percent of the total voting membership of the Board, or seven members.

Section 2. The adoption of plans or amendments thereof shall be by majority of the Board's membership in attendance.

ARTICLE VII. - VOTING POWER

Section 1. Each Board member, or his or her designee, representing a county or city shall have the power of one vote.

Section 2. At any time any Board member may call for a weighted vote. In such instance, the voting power of each county would be limited to the percent of that particular county's population as it is related to regional population. Below is a chart listing the votes divided by the percent of population.

County	Number of Votes
Cerro Gordo	5.898
Floyd	2.178
Franklin	1.427
Hancock	1.515
Kossuth	2.076
Mitchell	1.44
Winnebago	1.452
Worth	1.015
Total	17

Section 3. The supervisor member of the Board, or his or her designee, will be the designated voting representative for that county in the case of a weighted vote. Each county representative and all city representatives from that particular county must consult on the voting issue. One vote will be cast per county.

Section 4. The Iowa Department of Transportation and North Iowa Area Council of Governments staff will not have voting power.

ARTICLE VIII. - COMMITTEES

Section 1. The Board may use such committees as may be necessary to carry out their duties. Committees may be appointed by direct action of the Chairman or by action of the Chairman upon motion of any member duly called.

Section 2. The standing committees of the Board shall be the North Iowa Regional Transportation Technical Committee and the North Iowa Regional Transportation Alternatives Subcommittee.

1) The Regional Transportation Technical Committee may include but not be limited to the following representatives:

- Director - North Iowa Area Council of Governments
- Transportation Planner - North Iowa Area Council of Governments
- Region 2 Transit Administrator - North Iowa Area Council of Governments
- Mason City Transit Director - City of Mason City
- Public Works Director - All participating cities
- City Engineers - All participating cities
- City Planners - All participating cities
- County Engineer - All participating counties
- Northeast Iowa Regional Transportation Center Planner
- Other Technical representatives appointed by the chief elected official of the governing body
- Interested citizens
- Economic Development Groups

2) The Technical Committee shall be directly responsible to the Board for the initiation, review and recommendations of transportation and transportation related activities.

3) There shall be a total of 14 Technical Committee votes. Each County engineer will have one vote (8 total). Each City with a population over 5,000 shall have one vote (4 total), and the designated transit authority Directors shall each have one vote (2 total).

4) All matters requiring action by the Policy Board shall be submitted to the Technical Committee for their review and recommendation. Should the Technical Committee in their review, make a negative recommendation or no recommendation to the Board, the affected person, committee or jurisdiction may request the Board's consideration of the matter by written request to the Chair of the Board.

5) A Regional Transportation Alternatives sub-committee shall be comprised of representatives from conservation boards in each county, historical society groups, bike and pedestrian advocates, park boards, cultural and tourism interest groups, private citizens who have strong interest in Transportation Alternative activities, etc. This group will recommend Transportation Alternative activity projects to the Regional Technical Committee. An application form shall be submitted for each project. Submitted projects shall be reviewed by the Transportation Alternatives Committee and by motion of the majority of those present, shall make funding recommendations to the Technical Committee. If a formal vote is called for a funding recommendation for a particular project, a consensus between representatives from each county must be reached to cast one vote per county. A maximum of eight votes shall be cast.

ARTICLE IX. -AMENDMENT

Section 1. A majority vote of all members of the Board shall be required to amend these Bylaws.

Section 2. The proposed amendment shall be submitted in written form to the Board at any regular meeting. The Secretary will mail or deliver, or cause to be mailed or delivered, a copy of the proposed amendment to each Board member not less than seven (7) days prior to the next regular Board meeting, except that in cases where it is imperative that action be taken, and is agreed upon by a majority of Board members this notification requirement shall be waived. The proposed amendment may be acted upon at the next regular meeting following the date of its submission.

The Bylaws of the North Iowa Regional Transportation Policy Board are hereby passed and adopted this 10th day of July, 2013.

PUBLIC PARTICIPATION PLAN

of the

NORTH IOWA AREA TRANSPORTATION POLICY BOARD

and its Committees:

REGIONAL TECHNICAL COMMITTEE

REGIONAL ENHANCEMENT ADVISORY COMMITTEE

PASSENGER TRANSPORTATION ADVISORY GROUP

for purposes of the

Federal Transportation and Transit Programs

October 13, 2010

REGION 2 PLANNING AFFILIATION (RPA 2)

The Regional Planning Affiliation 2 (RPA 2) is located in north central Iowa and consists of the eight counties of Cerro Gordo, Floyd, Franklin, Hancock, Kossuth, Mitchell, Winnebago, Worth, and 67 cities within these counties. Regional Planning Affiliation 2 follows the same boundaries and includes the same counties and cities as the Region 2 Planning Area, or NIACOG Region. The North Iowa Area Council of Governments (NIACOG) serves as the designated regional planning agency for this area, with all eight counties and 67 communities being members of NIACOG. Total population of the Region is 133,820. These member local governments are involved in the decision-making process for the distribution of federal funds for transportation-related projects.

GOAL OF THE REGION 2 PLANNING AFFILIATION

As stated in the goals of the RPA 2 Long Range Transportation Plan goals, maintaining the current transportation system is the main priority for Region 2. The region has a strong agricultural base which requires a quality intermodal transportation system, especially including roads and rail. The desire to allow for greater agricultural growth stimulates the need for bigger and better thoroughfares, which in turn increases the need for continual maintenance on all roads. The Region's extensive road system and fluctuating federal, state and local funding resources require careful consideration for each project when it is submitted for discussion. Each entity must consider the Regional impact of projects as the funds are being allocated and programmed.

PUBLIC INVOLVEMENT

Defined: Public Participation is an open process which seeks out and encourages early and continuous public involvement throughout the development of transportation plans and projects (Wisconsin DOT, 1993).

PURPOSE STATEMENT

The purpose of this plan is to **PROVIDE - RECEIVE - EXCHANGE** information concerning the SAFETEA-LU program for Region 2.

WHERE APPLIED

The Region 2 Planning Affiliation has four standing committees which carry out the requirements of federal transportation programs. The committees involve citizens, staff persons, technical professionals, local elected officials, and staff from the Iowa Department of Transportation. The involvement of these persons has been crucial, and successful, in implementing the SAFETEA-LU process.

In all cases where Policies, Programs, or Projects are initially proposed, a public hearing, *with notice published in a regional newspaper (Globe Gazette)*, will be held at a Policy Board meeting to discuss the proposed matter and provide opportunity for the respective committee or public to provide comment,

The ***Transportation Policy Board*** consists of seventeen voting members comprised of local elected officials from the eight counties and cities within. The Policy Board is responsible for determining policy and to approve the Long Range Transportation Plan, and to annually approve the Transportation Improvement Program, Transportation Planning Work Program, as well as other required documents. It is the charge of the Policy Board to foster a regional vision for the next twenty years and to guide the other committees in the direction of that vision.

The ***Regional Technical Committee*** is comprised primarily of city and county engineering professionals, but also includes the transit directors of the Region 2 Transit System and Mason City Transit. The Technical Committee is responsible for review of technical aspects of all projects which are proposed for the TIP, and to make recommendations to the Policy Board. These committee members are aware of each county's and city's ability to maintain the current transportation system, and can assess future needs within the context of future financial ability.

The ***Enhancement Advisory Committee*** involves the greatest percentage of citizen volunteers. County Conservation Board Directors comprise the largest portion of this committee because of their knowledge of plans for recreation and conservation areas in each of their counties. Other members are from local interest groups involved with historic preservation, bicycle organizations, tourism and environmental preservation. Regional Enhancement goals have been developed by the committee.

The ***Transportation Advisory Group (TAG)*** consists of passenger transportation providers, transit agencies, Area Agency on Aging, Mercy Hospital staff, RPA 2 staff, IDOT staff, school districts, private business, members of the public, and anyone interested in passenger transportation. The TAG meets quarterly or as needed to discuss needs and gaps in delivery of passenger transportation in the RPA 2 area.

The ***Long Range Transportation Planning Committee*** consists of persons from the above committees as well as other interested citizens. NIACOG staff facilitates discussion for the group which determines future needs and goals for the transportation system in the region. This committee does not meet on a regular basis.

All committees described above, and those special committees convened periodically, hold public meetings to discuss the transportation system in the Region and to encourage public comments.

NIACOG staff is involved with facilitating the transportation program in Region 2 by preparing all documents, setting up and facilitating meetings, acting as a liaison to

the Iowa Department of Transportation, and providing guidance to committees in all matters pertaining to the transportation program.

NIACOG staff will also periodically conduct public meetings, or provide information not directly related to the above committees.

GOALS FOR PUBLIC PARTICIPATION

Provide the public with the opportunity to participate through information exchange and dialogue.

Build public support for Policy, Planning and Programming recommendations

OBJECTIVES

Allow the public to be aware of opportunities available and document opportunities region-wide.

Provide sufficient information in order for the public to participate effectively.

Provide ways for the public to provide input and comment.

ACTIONS

1. Identify potential interested parties.
2. Develop a list of groups, organizations for mailings, etc.
3. Contact private organizations/groups with an interest or stake in the result.
4. Keep elected officials well informed.
5. Write clear, concise reports, articles, brochures, press releases.
6. Present facts behind recommendations, i.e. criteria for TIP
7. Allow for the public to respond to alternatives and state preferences.
8. Allow for open and productive group discussions.

TECHNIQUES:

The following methods may be used to provide information and receive comment: *Those marked with * are the most used methods.*

PRESENT/PROVIDERECEIVE

Mass media*
Presentations

Public Hearings*
Surveys

EXCHANGE

Workshops
Task Force

Exhibits
Newsletters*
Reports
Letters*
NIACOG Website

Public inquiry
Media Balloting
Public Meetings*

Interviews
Advisory Boards*
Informal Contacts*

REVISING/AMENDING AN APPROVED TIP

Revisions are defined as changes to a TIP that occur between scheduled periodic updates. There are two types of changes that occur under the umbrella of revision. The first is a major revision or “Amendment”. The second is a minor revision or “Administrative Modification”.

Amendment - An amendment is a revision to a TIP that involves a major change to a project included in the TIP/STIP. This includes an addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or scope (e.g. changing project termini or the number of through lanes). An amendment is a revision that requires public review and comment. Changes that affect fiscal constraint must take place by amendment of the TIP.

Administrative Modification - A minor revision to a TIP or STIP is an administrative modification. It includes minor changes/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment.

Amendment vs. Administrative Modification

There are four main components that can be used to determine whether a project change constitutes an amendment or an administrative modification. They include the following:

Project costs-Determination will be made based on the percentage change or dollar amount of change in federal aid. Projects in which the federal aid has been changed by more than 30% or total federal aid increases by \$2.0 million or more will require an amendment. Anything less can be processed with an administrative modification.

Schedule changes-Changes in schedules to projects which are included in the first four years of the TIP/STIP will be considered administrative modifications. Projects which are added or deleted from the TIP/STIP will be processed as amendments.

Funding sources-Additional federal funding sources to a project will require an amendment. Changes to funding from one source to another will require an administrative modification.

Scope changes-Changing project termini or changing the amount of through traffic lanes will be processed as an amendment. Other examples of changes that require amendment are changing the type of work from an overlay to reconstruction. Another example is changing a project to include widening of the roadway.

PROCEDURAL REQUIREMENTS FOR REVISIONS

Amendments are considered major revisions and therefore have more procedural requirements. The first requirement is that there is an opportunity for public input and will require a Public Hearing be conducted by the RPA 2 Transportation Policy Board. The second is RPA 2 Policy Board approval of the amendment.

RPA 2 staff shall notify Policy Board members of the proposed amendment, and publish notice in the regional newspaper (*Globe Gazette*), of a Public Hearing at a regularly scheduled Policy Board meeting. A special meeting shall be called by the Chair, if necessary due to unforeseen circumstances. A quorum shall be necessary to act and an affirmative majority vote shall be necessary to approve the proposed amendment. If approved, RPA 2 Staff shall process the approved amendment through the TPMS.

Statewide public review for Iowa DOT project amendments takes place at the time of inclusion in the Iowa DOT's Transportation Improvement Program. However, if IDOT proposes an amendment for a project funded with Regional STP funds, a Public Hearing shall be conducted and approval by the RPA 2 Policy Board shall be necessary for the amendment.

Administrative modifications do not require a public hearing or Policy Board approval. RPA 2 staff shall process administrative modifications through the IDOT and TPMS.

IN SUMMARY

The Public Participation Plan will direct the notification of the public, elected officials, committee members, state agencies and interested parties of the opportunity to provide and receive information and participate in dialogue concerning transportation in the RPA 2 area.

APPROVAL

The Public Participation Plan of the North Iowa Transportation Policy Board is hereby approved and adopted this 13th day of October, 2010.