



Region 10 Public Involvement Plan



RPA Region 10

A plan to foster public participation in the Region's transportation planning process

Adopted August 25, 2016

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Preface

The Region 10 Regional Planning Affiliation (RPA), staffed by the East Central Iowa Council of Governments (ECICOG) is one of eighteen RPAs designated by the Iowa Department of Transportation to allow participation by local elected officials in the transportation planning process. The Region's public involvement plan outlines how the RPA will extend participation opportunities to the public. Public participation is a vital component of any government endeavor. Without input from the public, plans will be limited in scope and execution.

Introduction

Background

The RPA is responsible for transportation planning and programming of federal funds for Benton, Cedar, Iowa, Johnson, Jones, Linn and Washington Counties. The RPA does not include the metropolitan areas of Cedar Rapids and Iowa City. Corridor MPO serves as the transportation planning agency for the cities of Cedar Rapids, Marion, Robins, Hiawatha and portions of rural Linn County. The Johnson County Council of Governments (JCCOG) provides transportation planning services for Iowa City, Coralville, North Liberty, Tiffin and a portion of rural Johnson County.

Regional Planning Affiliation

The RPA is officiated by a Policy Committee that maintains decision-making and programming authority and three advisory committees that provide recommendations to the Policy Committee. These committees include the Transportation Technical Advisory Committee (TTAC), Regional Trails Advisory Committee (RTAC) and the Public Transit Advisory Committee (PTAC), that provide recommendations to the Policy Committee.

The Policy Committee membership includes two representatives from each affiliated county who are appointed by the respective County Board of Supervisors. Members to the Policy Committee must be an elected official or someone directly responsible to an elected official.

TTAC membership includes three representatives from each affiliated county, who are also appointed by the respective County Board of Supervisors. Selected members have the knowledge, skills or experience to provide technical recommendations regarding freight, highway, bridge, passenger or pedestrian transportation issues.

RTAC membership includes two representatives from each affiliated county, who are also appointed by the respective County Board of Supervisors. Selected members have the knowledge, skills or experience to provide technical recommendations regarding trail and bicycle or pedestrian transportation issues.

TTAC membership includes two representatives from each affiliated county, who are also appointed by the respective County Board of Supervisors. Selected members have the knowledge, skills or experience to provide technical recommendations regarding passenger, pedestrian, and transportation issues.

Major Documents

There are four major documents that the RPA is responsible for preparing. Public input is an important component to each of these documents.

Transportation Planning Work Program (TPWP):

The comprehensive annual TPWP coordinates all transportation and transportation-related planning activities that the RPA intends to accomplish during the program year utilizing federal, state, and/or local resources. The TPWP serves as a grant application for federal funds and also a management tool for directing staff activities throughout the year.

Public Input Plan (PIP):

The PIP is a guide that outlines public involvement in the transportation planning process.

Transportation Improvement Program (TIP):

The TIP is the prioritized program for federally funded transportation improvements within the RPA over a minimum of three years. The TIP is updated annually. The purpose of the TIP is to provide members of the RPA, transportation providers, the general public,

and other affected groups and individuals with a general description of the capital transportation projects to be accomplished during the time frame of the document.

Long Range Transportation Plan (LRTP):

The purpose of this document is to provide members of the RPA, transportation providers, the general public, and other affected groups and individuals with a comprehensive for the seven county area. The LRTP is based on a twenty-year horizon that includes both short- and long-range implementation strategies and provides for an integrated future transportation system. The LRTP is updated every five years.

Passenger Transportation Plan (PTP):

This document is aimed at bringing passenger transportation providers and human service agencies in the region together to better understand available transportation services and result in more effectiveness and coordination among providers. The PTP is the basis for efficient and effective passenger transportation resource allocation for operations, maintenance, and service development. This document also serves as a guidance mechanism for future transportation projects and programming decisions.

Federal Regulations and Requirements

Federal transportation legislation of recent years has included ISTEA, TEA-21, SAFETEA-LU, MAP-21, and most recently the FAST Act. Each piece of legislation has placed significant emphasis on public participation in the transportation planning process.

In 1993, the State Transportation Commission established the State/Regional Transportation Planning Partnership, which resulted in the formation of 18 Regional Planning Affiliations (RPAs) in Iowa. The RPAs were specifically formed to ensure local governments' inclusion in the transportation planning and programming process. Although RPAs aren't federally prescribed, the RPAs are required to meet most federal regulations and requirements, including the development of a public involvement process. The public involvement process is to be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement. The process must meet the following requirements:

- Provide adequate public notice of public participation activities and time for public review and comment at key decision points.
- Provide timely notice and reasonable access to information about transportation issues and processes.
- Employ visualization techniques in the LRTP and TIP.
- Make public information and meeting notices available through electronically accessible means and format.

- Hold public meetings and convenient and accessible locations and times.
- Seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low income and minority households.
- Demonstrate explicit consideration and response to public input received during the development of the LRTP and TIP.
- Include a summary of significant comments received on the draft LRTP and TIP as part of the final LRTP and TIP.
- Provide an additional opportunity for public comment if the final LRTP or TIP differs significantly from the version that was originally made available for public comment.
- Coordinate on the statewide transportation planning public involvement and consultation processes.
- Periodically review the effectiveness of procedures and strategies contained in the participation plan to ensure a full and open participation process.
- Have a minimum public comment period of 45 days before the initial or revised participation plan is adopted by the region.

Title VI, Environmental Justice, and ADA

The RPA's plans are consistent with Title VI of the Civil Rights Act of 1964, which ensures that no person is excluded from participation in, denied the benefit of, or subject to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, national origin, age, sex, disability, or religion.

The RPA's plans also comply with Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations. This requires that programs, policies, and activities that affect human health or the environment should identify and avoid disproportionately high and adverse effects on minority and low-income populations. Environmental Justice aims to ensure that no racial, ethnic, or socioeconomic group bears a disproportionate share of the negative environmental consequences resulting from government programs and policies.

The RPA's plans also comply with the Americans with Disabilities Act of 1990. This civil rights law protects individuals from discrimination based on disabilities.

Open Meeting Law

The Iowa Open Meeting Law (Iowa Code, Chapter 21) is designed to facilitate public access to government decisions. It applies to government bodies, including boards, councils, commissions, and task forces created by the state or its political subdivisions. The Open Meeting Law defines what constitutes a meeting and lists requirements for public notices, agendas, meeting procedures, and minutes, as well as regulations concerning closed meetings.

The RPA operates in accordance with the Open Meeting Law. The public is welcome and encouraged to attend regional meetings. Regular meetings of the RPA Policy Committee occur on the last Thursday of the month. The meetings begin at approximately 1:30 pm at the offices of the East Central Iowa Council of Governments (ECICOG) in Cedar Rapids. The TTAC meetings begin at 1:00 pm at the offices of the Johnson County Secondary Roads in Iowa City. TTAC meetings are typically held on the second Wednesday of the month, usually in January, April, July and October.

The RTAC and PTAC meet as necessary, but at a minimum, twice each year.

All meeting times and locations are subject to change. The RPA's meeting notices and agendas are mailed to all media serving the region that request notification. Information about RPA meetings, including minutes and agendas are also available at the ECICOG office and online at the ECICOG website www.ecicog.org.

Public Records Law

The Iowa Public Records Law (Iowa Code, Chapter 22) provides for openness from government agencies with regard to public records. With the exception of certain confidential records, every person has the right to examine and copy public records. The RPA complies with the Public Records Law and public documents are available for review at the ECICOG office. Documents may be viewed during normal office hours, with a nominal fee for copies.

Public Outreach

The RPA's public participation program will have two basic objectives: a) to disseminate the maximum amount of information about the transportation planning process to as many interested members of the general public as possible; and b) to actively seek responses from the region regarding transportation problems, priorities, and potential solutions. When the need exists, the RPA will make special efforts to offer translation for people who use languages other than English. Meeting facilities will always be accessible, and interpretation for the hearing impaired will be provided when feasible.

In addition, the RPA will make every reasonable effort to incorporate visualization techniques into its public outreach activities. These visualization techniques may include large maps, graphs representing various types of data and/or flow charts to depict the planning process.

Policy Committee and Technical Advisory Committee Regular Meetings

The RPA and ECICOG are public bodies as defined in the Iowa State Open Meetings Law and are therefore subject to the requirements of that law. The public is invited and encouraged to attend the regularly scheduled RPA meetings. Meeting notices are generally sent out, electronically if possible, approximately one week prior to the meeting. The notices include the date, time, and location of the meeting and the agenda to be covered. The public will be informed that a detailed package of information pertaining to the meeting topics will be available prior to the meeting date at the ECICOG offices. Meeting notices are also included in the agency newsletter. At the beginning of meetings there is a public comment period that permits any member of the public to comment on agenda items. Written comments provided to the staff a minimum of two weeks prior to the meeting will be distributed to the Committee members.

Public Hearings

Prior to the adoption of the LRTP or TIP, the RPA will hold a public hearing. The hearing will be publicly advertised and will offer the opportunity for the public to express their ideas, opinions, and input for consideration by the Policy Committee.

Presentations to Organizations

Individual presentations to various organizations will occur when requested and may be done at the request of the Policy Committee.

City/County Meetings

ECICOG staff will be available to speak to any City Council or Board of Supervisors should these officials deem it necessary or useful.

Newsletters

ECICOG publishes a quarterly newsletter, ECICOG Express that includes articles dedicated to issues of transportation, and meeting schedules. The newsletter is primarily distributed electronically, but hardcopies are also available. Copies are available to an established mailing list (approximately 300 people/organizations) and to other interested public.

Website and Social Media

ECICOG has a website, email addresses, and can be reached via telephone, fax, or direct mailing to our offices. ECICOG also maintains Facebook and Google+ pages. Current contact information can be found on our website, Facebook page and Google+ page. Although Internet connectivity is not available to everyone, more public libraries, public schools, and community organizations are making this form of electronic access more popular and possible.

ECICOG maintains its electronic sites to inform the public. Information posted on the website includes the following:

- Overview of the RPA
- Funding Opportunities
- Application Forms
- Eligibility Criteria
- Regional Publications and Documents, when possible
- Related Links

Recordkeeping

The RPA will consider input from the public and incorporate it into the decision making process when appropriate. To ensure that the public input is valued and considered, ECICOG will maintain records of its public involvement activities, and the input, comments, and issues identified by the public. ECICOG will reply to requests for written documentation or published information within a reasonable time frame and, where feasible, will respond to input received during the public participation phase of information gathering.

Process, Review, Approval and Amendments

At the time of each update, ECICOG will republish the documents in draft form for public review. As a rule, ECICOG will advertise a fifteen (15) day public comment period for the TPWP, TIP and LRTP updates. A different public comment period may be implemented at the direction of the Transportation Policy Committee. All draft documents will be posted on the ECICOG website for those with Internet access, and will be available at ECICOG office in printed form.

When it becomes necessary to amend the planning documents, the process requires a similar fifteen (15) day public comment period and shall be governed by established guidelines:

TPWP

A TPWP budget revision is defined as a) any change in total budget; b) an amendment if it affects an amount greater than 10% of the budget; or c) any other major changes to a work activity (e.g. timeframe for completion). Such an amendment requires Policy Committee approval. Adding a new task to the TPWP is also considered an amendment that requires Policy Committee approval.

TIP

The TTAC has the authority to exercise and approve minor changes to the TIP during the program year. Minor changes are defined as “changes that result from moving a project from one fiscal year to another, or altering total project costs.” Other larger changes, including a significant change in the project scope of work or a change in the Federal funding requested, are defined as an amendment. The amendment will require Policy Committee approval, and must provide another opportunity for public review and participation.

L RTP

The L RTP will be updated approximately every five years and requires public participation at that time. A specific schedule and process will be formulated for the regularly scheduled updates.

PTP

The PTP will be prepared every five years, with annual updates of progress and projects provided in between full updates, and required by the Iowa Department of Transportation.

PIP

The PIP procedures are updated periodically on an as needed basis. Any update to the PIP will require a forty-five (45) day public comment period.

Summary of Region 10 Document Development

Plan	Updated	Draft Development	Public Meetings/Draft Availability	Public Comment Period	Adoption	Availability
TPWP	Annually	Draft developed by RPA staff with input from interested parties.	Minimum of two public input sessions; draft available on ECICOG website, at ECICOG office, and available upon request.	At least 15 days for review following draft completion.	Adopted at regularly scheduled Policy Committee meeting.	ECICOG office and website. A notice of availability will be posted on Facebook and Google+ pages.
TIP	Annually	Draft developed by TTAC and RTAC with input from interested parties	Draft available on ECICOG website, at ECICOG office, and upon request.	At least 15 days for review following draft completion.	Public hearing will be held during regularly scheduled Policy Committee meeting.	ECICOG office and website. A notice of availability will be posted on Facebook and Google+ pages.
L RTP	Every five years	Draft developed by RPA staff with input from interested parties	Draft available on ECICOG website, at ECICOG office, and upon request.	At least 15 days for review following draft completion.	Public hearing will be held during regularly scheduled Policy Committee meeting.	ECICOG office and website. A notice of availability will be posted on Facebook and Google+ pages.
PTP	Every five years, with annual updates	Draft developed by RPA staff with input from designated advisory group and interested parties.	Draft available on ECICOG website, at ECICOG office, and upon request.	At least 15 days for review following draft completion.	Adopted at regularly scheduled Policy Committee meeting.	ECICOG office and website. A notice of availability will be posted on Facebook and Google+ pages.
PIP	As needed	Draft developed by RPA staff with input from interested parties.	Draft available on ECICOG website, at ECICOG office, and upon request.	At least 45 days for review following draft completion.	Adopted at regularly scheduled Policy Committee meeting.	ECICOG office and website. A notice of availability will be posted on Facebook and Google+ pages.

Contact Information

The RPA believes in the role of the public in the transportation planning process, welcoming all comments from citizens or groups concerning transportation issues. Citizens can contact the RPA by:

Mail: East Central Iowa Council of Governments

700 16th Street NE, Suite 301

Cedar Rapids, Iowa 52402

Phone: (319) 365-9941

Fax: (319) 365-9981

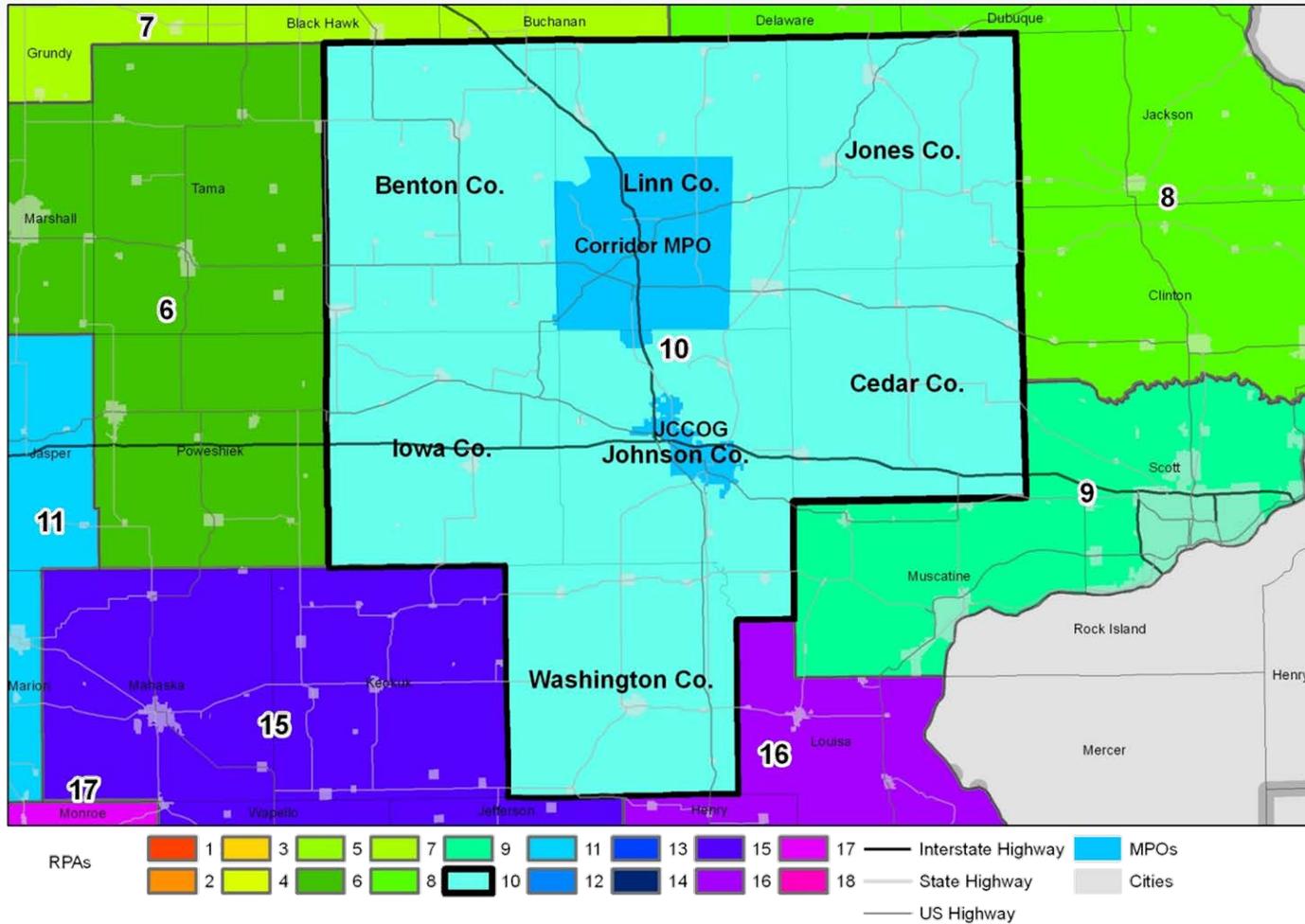
E-mail: mary.rump@ecicog.org

Website: www.ecicog.org

Appendix A

Region 10 Regional Planning Affiliation Planning Boundary

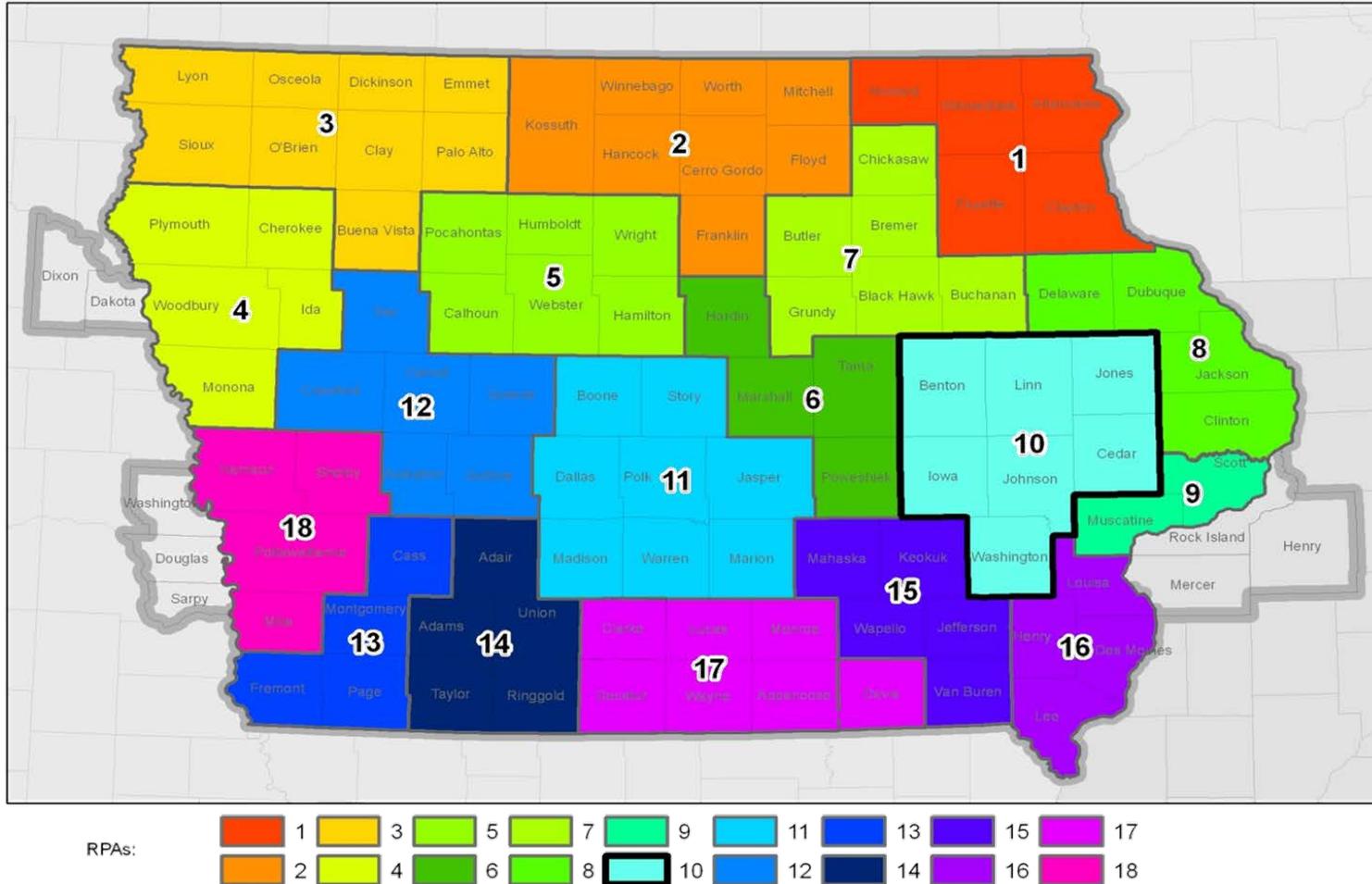
Region 10 RPA



Appendix B

Iowa Regional Planning Affiliations

Regional Planning Affiliations



Appendix C

Region 10 RPA Committee Members

Region 10 Transportation Policy Committee

The Policy Committee was established in 1994 with the membership comprised of representatives of Benton, Cedar, Iowa, Johnson, Jones, Linn, and Washington Counties. Members include two elected officials from each affiliated county, and are appointed by their respective Board of Supervisors.

Member	Title	Representation
Todd Wiley	County Supervisor	Benton County
Duane Eldred	Urbana Mayor	Benton County
Brad Gaul	County Supervisor	Cedar County
Rob Fangmann	County Engineer	Cedar County
Kevin Heitshusen	County Supervisor	Iowa County
Vicki Pope	County Supervisor	Iowa County
Tom Brase	Johnson County SEATS Director	Johnson County
Pat Harney	County Supervisor	Johnson County
Jon Zirkelbach	County Supervisor	Jones County
Doug Herman	City Administrator	Jones County
Ben Rogers	County Supervisor	Linn County
John Harris	County Supervisor	Linn County
Bob Yoder, Vice Chairperson	County Supervisor	Washington County
Brent Hinson, Chairperson	City Administrator	Washington County
Cathy Cutler	Iowa DOT	Ex Officio
Darla Hugaboom	FHWA - Iowa Division	Ex Officio
Mark Bechtel	FTA - Region 7	Ex Officio

Region 10 Transportation Technical Advisory Committee

The Transportation Technical Advisory Committee (TTAC) was formed by the RPA. Members include three representatives from each of the affiliated counties, and are appointed by their respective Board of Supervisors. The TTAC reviews all transportation plans and programs, and provides recommendations to the Policy Committee on all aspects of these plans and programs.

Member	Title	Representation
Myron Parizek	County Engineer	Benton County
Ben Vierling	Assistant to County Engineer	Benton County
Rick Erickson	City Engineer	Benton County
Rob Fangmann	County Engineer	Cedar County
Alex Anderson	Assistant to County Engineer	Cedar County
Chris Nobsch	City Manager	Cedar County
Nick Amelon	County Engineer	Iowa County
Matt Amelon	Assistant to County Engineer	Iowa County
Kevin Heitshusen	County Supervisor	Iowa County
Greg Parker	County Engineer	Johnson County
Rob Winstead, Secretary	Assistant to County Engineer	Johnson County
Pat Harney	County Supervisor	Johnson County
Derek Snead, Vice Chairperson	County Engineer	Jones County
Todd Postel	Assistant to County Engineer	Jones County
Brenda Leonard	Emergency Management	Jones County
Steve Gannon	County Engineer	Linn County
Randy Burke	Planner	Linn County
Brad Ketels, Chairperson	Assistant to County Engineer	Linn County
Jacob Thorius	County Engineer	Washington County
Jeremy Mc Laughlin	Assistant to the County Engineer	Washington County
Leland Belding	Consultant to Washington	Washington County
Cathy Cutler	Iowa DOT	Ex Officio
Darla Hugaboom	FHWA – Iowa Division	Ex Officio
Mark Bechtel	FTA – Region 7	Ex Officio

Region 10 Public Transit Advisory Committee

The Public Transit Advisory Committee (PTAC) was formed by the RPA. Members include two representatives from each of the affiliated counties, and are appointed by their respective Board of Supervisors. The PTAC reviews all transit plans and programs, and provides recommendations to the Policy Committee on all aspects of these plans and programs.

Member	Title	Representation
Dana Burmeister	Benton County Transportation	Benton County
Carol Zander	Benton County Social Services	Benton County
Jon Bell	Board of Supervisors	Cedar County
Julie Tischuk	Cedar County Social Services	Cedar County
Aaron Sandersfeld	Iowa County Transportation	Iowa County
Marilyn Austin	Citizen	Iowa County
Tom Brase	Johnson County SEATS Director	Johnson County
Pat Harney	County Supervisor	Johnson County
Kathy Koerperich	Jones County JETS	Jones County
Deb Schultz	Jones County Social Services	Jones County
Ann Hearn	County Community Services	Linn County
Tom Hardecopf	Linn County LIFTS	Linn County
Bobbi Wolf	Washington County Social Services	Washington County
Cris Gaughan	Washington County MiniBus	Washington County
Cathy Cutler	Iowa DOT	Ex Officio
Darla Hugaboom	FHWA – Iowa Division	Ex Officio
Mark Bechtel	FTA – Region 7	Ex Officio

Region 10 Regional Trails Advisory Committee

The Regional Trails Advisory Committee (RTAC) was formed by the RPA. Members include two representatives from each of the affiliated counties, and are appointed by their respective Board of Supervisors. The RTAC reviews all trails-related plans and programs, and TAP applications and provides recommendations to the Policy Committee on all aspects of these plans and programs.

Member	Title	Representation
Randy Scheel	Citizen	Benton County
Mark Pigenot	County Conservation Board	Benton County
Rob Fangmann, Chairperson	County Engineer	Cedar County
Mike Dauber	County Conservation Director	Cedar County
Emilie Hoppe	Citizen	Iowa County
Matt Amelon	Assistant to County Engineer	Iowa County
Brad Freidhof	County Conservation	Johnson County
Becky Soglin	Sustainability Specialist	Johnson County
Brad Mormann	County Conservation Director	Jones County
Reed Stockman	Citizen	Jones County
Randy Burke, Vice Chairperson	Linn County Conservation	Linn County
Ryan Schlader	Linn County Conservation	Linn County
Steve Anderson	County Conservation Director	Washington County
Mike Driscoll	Citizen	Washington County
Cathy Cutler	Iowa DOT	Ex Officio
Darla Hugaboom	FHWA – Iowa Division	Ex Officio
Mark Bechtel	FTA – Region 7	Ex Officio

Appendix D

Adopting Resolution

Region 10 Regional Planning Affiliation Resolution 2017 - _____

A resolution adopting the Public Involvement Plan as a guide for public input and outreach efforts for transportation planning and programming purposes.

WHEREAS, on the behalf of the Regional Planning Affiliation, the East Central Iowa Council of Governments (ECICOG) has prepared the Public Input Plan (PIP), and

WHEREAS, the Region 10 RPA Policy Committee has reviewed the draft document and placed the draft plan on the ECICOG website for public input, and

WHEREAS, the RPA Policy Committee heard public input on the PIP at a scheduled public hearing, and

WHEREAS, the RPA Policy Committee has expressed support for the PIP,

BE IT RESOLVED, that the Region 10 RPA hereby adopts the Public Involvement Plan.

Passed this 25th day of August, 2016, and signed this 25th day of August, 2016, by the Policy Committee Chairperson.

SIGNED:  ATTESTED: 
Chairperson

Appendix E

Glossary

ADA – American’s with Disabilities Act

FHWA – Federal Highway Administration

FTA – Federal Transit Administration

FY – Fiscal Year

IDOT/Iowa DOT – Iowa Department of Transportation

LRTP – Long Range Transportation Plan

MPO – Metropolitan Planning Organization

PIP – Public Involvement Plan

PTAC – Passenger Transportation Advisory Committee

RPA – Regional Planning Affiliation

RTAC – Regional Trails Advisory Committee

TIP– Transportation Improvement Program

TPWP – Transportation Planning Work Program

TTAC – Transportation Technical Advisory Committee