

**TPO Executive Board
9 a.m., August 22, 2007
Small Assembly Room
City/County Building
Knoxville, Tennessee**

The Knoxville Regional Transportation Planning Organization (TPO) Executive Board met on August 22 at 9 a.m. in the Small Assembly Room of the City/County Building, Knoxville, TN. Mayor Bill Haslam, Chair of the Executive Board, presided.

*Doyle Arp	Loudon County Mayor
*Eddy Ford	Mayor, Town of Farragut
*Mike Hammond	East Tennessee Development District
*Doug Hancock	for Blount County Mayor Jerry Cunningham
*Bill Haslam	Mayor, City of Knoxville
*Dale Hurst	for Lenoir City Mayor Matt Brookshire
*Angie Midgett	Tennessee Department of Transportation
*Scott Moore	Knox County Commission
*Cindy Pionke	for Knox County Mayor Mike Ragsdale
*Andrew Sonner	City of Alcoa for Don Mull
*Joe Swann	Mayor, City of Maryville
*Larry Waters	Sevier County Mayor
Jeff Welch	Transportation Planning Organization Director
Nathan Benditz	Transportation Planning Organization Staff
Terry Bobrowski	East Tennessee Development District
Amy Brooks	Transportation Planning Organization
Doug Burton	Transportation Planning Organization Staff
Mike Conger	Transportation Planning Organization Staff
Karen Estes	Knox County CAC Transit
Kelsey Finch	Tennessee Department of Transportation – Civil Rights
Katie Habgood	Transportation Planning Organization Staff
Steve King	City of Knoxville Engineering
Cindy McGinnis	Knoxville Area Transit
Ted Newsom	UT-Knoxville Commuter Pool
Kelley Segars	Transportation Planning Organization Staff
Jill Wolverton	Transportation Planning Organization Staff
Charlotte West	Transportation Planning Organization Staff
Ellen Zavisca	Transportation Planning Organization Staff

*Voting Member

Jeff Welch called the roll and determined there was a quorum for the Executive Board.

1. Approval of May 23, 2007, Minutes

Presenter: Mayor Bill Haslam, Chair

Item Summary: Approval of May 23, 2007, TPO Executive Board minutes.

Background: Attachment #1 – May 23, 2007, Minutes.

A motion was made by Mayor Eddy Ford and seconded by Dale Hurst to approve the May 23 minutes. The motion carried unanimously.

2. Approval of Resolution Amending the 2007 Unified Planning Work Program (UPWP)

TPO Technical Committee Recommends Approval

Presenter: TPO staff

Item Summary: By the end of the fiscal year, Sept. 30, the TPO anticipates cost overruns for two tasks: Public Involvement and Long Range Planning. Staff is recommending moving funds from two other task items, Management Systems and Direct Charges, to cover these anticipated cost overruns. The attached Tables reflect the changes to be made. **Attachment #2a – Resolution and Budget Memo. Attachment #2b – Amended Budget Tables.**

Background: The contract between the TPO and TDOT stipulates that budget amendments greater than 15% be approved by the TPO Board.

Jeff Welch stated this will amend our work program for planning strategies in Public Involvement and the Long Range Transportation Plan. The budget stays the same; we are moving funds from two other task items, Management Systems and Direct Charges, to cover anticipated cost overruns.

A motion was made by Mayor Ford and seconded by Mayor Joe Swann to approve the resolution amending the 2007 Unified Planning Work Program (see attachments #2a and 2b). The motion carried unanimously.

3. Approval of Resolution Adopting the 2008 Unified Planning Work Program (UPWP)

TPO Technical Committee Recommends Approval

Presenter: TPO staff

Item Summary: The TPO is required to prepare an annual work program outlining planning studies and tasks to be conducted by TPO participants. The major emphasis this year will be continued improvements to the travel demand model and the preparation of a transit development plan for KAT.

Attachment #3 – Work Program with the Resolution.

Background: TDOT and FHWA/FTA have all approved the 2008 UPWP.

Jeff Welch stated that the fiscal year begins in October 2007. All participants identify the studies they will be working on for the next year. The Technical Committee has reviewed the program, and two public meetings have been held. TDOT and FHWA have reviewed the document and state it meets the guidelines.

A motion was made by Angie Midgett and seconded by Mike Hammond to approve the resolution adopting the 2008 Unified Planning Work Program (see attachment #3). The motion carried unanimously.

4. Approval of Resolution Adopting the TPO Public Participation Plan

TPO Technical Committee Recommends Approval

Presenter: TPO staff

Item Summary: Federal legislation passed in 2005 (SAFETEA-LU) requires some changes to the public participation process. These mandated changes place an increased emphasis on particular elements such as involving an expanded list of interested parties, increasing interagency consultation and emphasizing visualization techniques and electronically accessible information. TDOT and FHWA have reviewed the draft plan.

Background: Attachment #4a – Public Participation Plan with Resolution. Attachment #4b – Language Change, page 9-10. Attachment #4c – Comments from Public Meetings.

Katie Habgood, TPO staff, stated that a new Public Participation Plan was written because of SAFETEA-LU requirements and to create a full scale update. The document will serve as a guiding tool for TPO staff in the future. The stakeholder's list is expanded to include more interested parties, and there is more focus on visualization and mapping techniques. Two public meetings were held, and the report was reviewed by TDOT and FHWA. There is a change to language shown in Attachment #4b. Questions and answers from the public meetings are shown in Attachment #4c. The Technical Committee recommends approval.

A motion was made by Mike Hammond and seconded by Mayor Doyle Arp to approve the resolution adopting the Public Participation Plan (see Attachment #4a). The motion carried unanimously.

5. Approval of Resolution Adopting TPO Prospectus - *TPO Technical Committee Recommends Approval*

Presenter: TPO staff

Item Summary: The prospectus outlines the roles and responsibilities of the participants in the TPO planning Process. In addition major issues facing the TPO are briefly discussed. The prospectus will also include the bylaws For the TPO committees and agreements between agencies. **Attachment #5 – Prospectus with Resolution.**

Background: According to SAFETEA-LU legislation, the prospectus can substitute for individual agreements.

Jeff Welch stated that this month and next month several documents will come before the Executive Board for review and proposed adoption. The Prospectus outlines our planning process, who participates in the planning process and their roles and responsibilities. The Prospectus will be updated as federal regulations change. The Technical Committee recommends approval to forward this to TDOT and FHWA.

A motion was made by Mayor Swann and seconded by Mayor Ford to approve the resolution adopting the TPO Prospectus (see Attachment #5). The motion carried unanimously.

6. Approval of Memorandum of Agreement (MOA) for Air Quality Conformity Analysis *TPO Technical Committee Recommends Approval*

Presenter: TPO staff

Item Summary: Attached is a slightly revised MOA among the TPO, TDOT and Lakeway Area Metropolitan Transportation Planning Organization, which specifies that the Knoxville TPO will be responsible for performing the regional conformity determinations on our Long Range Plans and TIPS. It is updated to reflect the PM2.5 nonattainment area designation, and it also removes some of the dates that were included in the previous MOA that were specifically related to completing the first conformity determination during the previous go around.

Attachment #6 – Memorandum of Agreement

Background: The original MOA was adopted by the Board in the fall of 2004.

Mike Conger, TPO staff, stated that we have updated an existing MOA, which specifies that the Knoxville TPO is responsible for updating the air quality conformity for the entire region that includes areas outside of the TPO planning area. The updates reflect the fact that the area has been designated as a nonattainment area for PM2.5 and to remove some of the dates that were associated with the first conformity process. Both TDOT and the Lakeway Area MPO have reviewed this and the Technical Committee recommends approval.

A motion was made by Mike Hammond and seconded by Mayor Swann to approve the MOA for Air Quality Conformity Analysis (see Attachment #6). The motion carried unanimously.

7. Approval of Memorandum of Agreement (MOA) between East Tennessee South Rural Planning Organization (RTPO) and TPO – *TPO Technical Committee Recommends Approval*

Presenter: TPO Staff

Item Summary: Consistent with a prior agreement with TDOT, TPO staff will provide technical support to the Knoxville Non-Attainment Area, which includes most of the East Tennessee South RPO.

Background: Attachment #7 – Memorandum of Agreement

Jeff Welch stated that RPOs were formed by TDOT as counterparts to MPOs to address transportation issues in the rural areas. The meetings are held at the East Tennessee Development District (ETDD) office. The MOA outlines the roles and responsibilities of the TPO and the RPO. The Technical Committee has reviewed this document.

Mayor Ford recognized Terry Bobrowski, Executive Director of ETDD.

A motion was made by Mayor Ford and seconded by Scott Moore to approve the MOA between the East Tennessee South Rural Planning Organization and TPO (see Attachment #7). The motion carried unanimously.

8. Draft Bylaws for the Executive Board

Presenter: TPO Staff

Item Summary: Minor changes are proposed to reflect references to SAFETEA-LU and the new Rural Planning Organizations. **Attachment #8 – Draft Bylaws.**

Background: The current bylaws require that any changes be presented to the Executive Board at least one month before a vote can be taken.

Jeff Welch stated that minor changes needed to be made to the Bylaws to reflect references to voting and nonvoting members.

Angie Midgett asked if the two MOAs will be included in the bylaws. Jeff said that they will.

9. Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP) Update

Presenter: TPO Staff

Item Summary: The 2008-2011 TIP documents how federal and state funds will be expended on highway and public transportation projects in the urban area. In response to SAFETEA-LU planning regulations, an MPO's long range transportation plan must be compliant to the new planning regulations. Numerous changes were made to the plan to come into compliance. Some adjustments were made to the highway project schedule in recognition of higher construction costs and slower implementation.

Background: SAFETEA-LU requires a four-year TIP that is financially constrained. We have also included TDOT's proposed 2008-2011 list of projects for the regional area. The last update to the LRTP was in March of 2006.

Jeff Welch stated that TPO staff has been working on the TIP and LRTP for a few months, and the documents will be sent out next week for Executive Board review. The TIP is a capital improvement program of proposed investments in transportation projects in the next four years. Because of SAFETEA-LU, we had to make sure the LRTP was in compliance with the new regulations. Two public meetings were held to review and collect comments on both documents. The plans have been reviewed by TDOT and are presently under review by Federal Highway Administration and Federal Transit Authority. Some LRTP projects' schedules had to be adjusted because of higher construction costs and flat or declining revenue.

Mayor Swann asked about an update on Montvale Road. Jeff stated that Montvale Road is not in our draft TIP but remains in the LRTP with horizon years of 2014. It will be open for traffic between 2009 and 2014. Mayor Swann stated that this project is a top priority. Jeff stated that we can look at adding amendments later this year. Some projects are not moving as fast as we would like, and funds could be moved around. Jeff added that we are making sure these projects are in compliance with state and federal laws.

10. Other Business

Appalachian Development Highway System – Corridor K

The Technical Committee deferred any action on this item until the completion of the study that is under way by TDOT.

Jeff Welch stated that Denny Mobbs spoke at the last meeting in support of Corridor K. The Technical Committee deferred any action until a study was completed by the development district and TDOT to look at economic impacts. The study will be completed in September or October.

TDOT Sponsored I-40/81 Corridor Meeting

TDOT has scheduled a meeting for September 25 to provide a project overview, listing of corridor deficiencies and an array of potential solutions. A consultant was engaged to study the corridor from Memphis to Knoxville and through to Virginia. The meeting will be held between 5 and 7 p.m. at TDOT's regional offices on Strawberry Plains Pike. Next year the I-75 corridor study will extend from Kentucky to Georgia.

Technical Committee Meeting, September 11 at 9 a.m. in the Small Assembly Room of the City/County Building.

Special Executive Board Meeting, September 24 or October 2 at 9 a.m. and in the Small Assembly Room of the City/County Building. Jeff will verify the dates with TDOT and other agencies involved and will notify the Executive Board by Monday of next week. The purpose of the meeting is to adopt the LRTP, TIP and Air Quality Conformity Analysis. The later October meeting will probably be cancelled.

Jeff stated that the new public participation plan was well received by TDOT and was used as a model for other MPOs.

He announced that TPO has two new staff members, Nathan Benditz and Amy Brooks.

11. Public Comment

There was no public comment.

12. Adjournment

There being no further business, the meeting was adjourned.