

**TPO Executive Board Minutes
9:00 a.m., November 28, 2012
Small Assembly Room
City/County Building
Knoxville, Tennessee**

The Knoxville Regional Transportation Planning Organization (TPO) Executive Board met on November 28, 2012 at 9:00 a.m. in the Small Assembly Room of the City/County Building, Knoxville, Tennessee. Ed Shouse, Knox County Commission, chaired the meeting and called it to order. It was determined there was a quorum. Mr. Shouse welcomed Tony Norman to the Board. Mr. Norman is the Chair of the Knox County Commission.

- * Perrin Anderson Sevier County, *for Mayor Larry Waters*
 - * Jim Hagerman City of Knoxville, *for Mayor Madeline Rogero*
 - * John Lamb Blount County, *for Mayor Ed Mitchell*
 - * Fred Metz City of Maryville, *for Mayor Tom Taylor*
 - * Angie Midgett Tennessee Department of Transportation (TDOT), *for Governor Haslam*
 - * Don Mull Mayor, City of Alcoa
 - * Tony Norman Knox County Commission
 - * Brenda Palmer Knoxville City Council
 - * Cindy Pionke Knox County, *for Mayor Tim Burchett*
 - * Eddie Simpson Loudon County, *for Mayor Estelle Herron*
 - * Ed Shouse East Tennessee Development District (ETDD)
 - * Mark Watson City of Oak Ridge, *for Mayor Tom Beehan*
 - TPO Staff
 - Partner Agency Staff
 - Members of the Public
- *voting members**

1. Approval of October 24, 2012 Minutes

Item Summary: Approval of October 24, 2012 TPO Executive Board Minutes.

Attachment #1 – October 24, 2012 Minutes

Action: A Motion was made by Brenda Palmer (Knoxville City Council) and seconded by Cindy Pionke (Knox County) to approve the October 24, 2012 Minutes. The Motion carried unanimously.

2. Motion to Approve a Resolution to Amend the 2011-2014 Transportation Improvement Program (TIP)

Item Summary: The following Amendments to the TIP were requested by our state or local governments. The Technical Committee recommends approval.

Attachment #2 – Resolution

Attachment #2a – TIP Amendment 2011-200 (KAT Section 5307 Transit Funds) – Amend the project by moving FY 2012 (Section 5307) funds in the amount of \$2,445,465 total (\$1,956,372 federal, \$244,547 state, and \$244,547 local) to current TIP projects: 2011-220 (Purchase shop equipment), 2011-221 (Purchase ADP hardware), 2011-223 (Acquire support vehicles), 2011-224 (Acquire support equipment), 2011-225 (Preventative maintenance), 2011-226 (Non-fixed route ADA paratransit), 2011-227 (Purchase bus shelters), 2011-230 (Program support and administration), 2011-232 (Purchase LIFT vans), 2011-233 (Rehab/Renovate Maintenance Facility), and 2011-234 (Short Range Transit Planning).

Attachment #2b – TIP Amendment 2011-220 (Purchase shop equipment) - Amend project by adding FY 2012 Section 5307 funding in the amount of \$65,000 total (\$52,000 federal, \$6,500 state, and \$6,500 local). The total project cost increased from \$245,000 to \$310,000.

Attachment #2c – TIP Amendment 2011-221 (Purchase ADP hardware) - Amend the project by adding FY 2012 Section 5307 funds in the amount of \$150,000 total (\$120,000 federal, \$15,000 state, and \$15,000 local). Total project cost increased from \$50,000 to \$200,000.

Attachment #2d – TIP Amendment 2011-223 (Acquire support vehicles) - Amend the project by adding FY 2012 Section 5307 funding in the amount of \$77,000 total (\$61,600 federal, \$7,700 state, and \$7,700 local). Increase the total project cost from \$50,626 to \$127,626.

Attachment #2e – TIP Amendment 2011-224 (Acquire support equipment) - Amend the project by increasing FY 2012 Section 5307 funding from \$30,243 total (\$24,195 federal, \$3,024 state, and \$3,024 local) by \$29,965 total (\$23,972 federal, \$2,996 state, and \$2,997 local) for an amended total of \$60,208 total (\$48,167 federal, \$6,020 state, and \$6,021 local). Increase the total project cost from \$106,243 to \$136,208.

Attachment #2f – TIP Amendment 2011-225 (Preventive maintenance) - Amend the project by increasing FY 2012 Section 5307 funding from \$3,041,925 total (\$2,433,539 federal, \$304,193 state, and \$304,193 local) by adding \$1,084,890 total (\$867,912 federal, \$108,489 state, and \$108,489 local) for an amended amount of \$4,126,815 total (\$3,301,451 federal, \$412,682 state, and \$412,682 local). Increase the total project cost from \$6,739,295 to \$7,824,185.

Attachment #2g – TIP Amendment 2011-226 (Non-fixed route ADA paratransit) - Amend the project by increasing the FY 2012 Section 5307 funds from \$302,427 total (\$241,941 federal, \$30,243 state, and \$30,243 local) by adding \$299,645 total (\$239,716 federal, \$29,964 state, and \$29,965 local) for an amended amount of \$602,072 total (\$481,657 federal, \$60,207 state, and \$60,208 local). Increase the total project cost from \$905,324 to \$1,204,969.

Attachment #2h – TIP Amendment 2011-227 (Purchase bus shelters) - Amend the project by increasing FY 2012 Section 5307 funding from \$30,243 total (\$24,195 federal, \$3,024 state, and \$3,024 local) by adding \$29,965 total (\$23,972 federal, \$2,997 state, and \$2,997 local) for an amended amount of \$60,209 total (\$48,167 federal, \$6,021 state, and \$6,021 local). Increase the total project cost from \$80,243 to \$110,209.

Attachment #2i – TIP Amendment 2011-230 (Program support and administration) - Amend the project by adding FY 2012 Section 5307 funding in the amount of \$284,000 total (\$227,200 federal, \$28,400 state, and \$28,400 local). Increase the total project cost from \$284,000 to \$568,000.

Attachment #2j – TIP Amendment 2011-232 (Purchase LIFT vans) – Add the project to the TIP to purchase four replacement LIFT vans by adding FY 2012 Section 5307 funds in the amount of \$225,000 total (%180,000 federal, \$22,500 state and \$22,500 local).

Attachment #2k – TIP Amendment 2011-233 (Rehab/renovate maintenance facility) – Add the project to the TIP for stormwater upgrades, electrical upgrades, UST pumps, PA system, automated system controls, shop flooring, fence repair by adding FY 2012 Section 5307 funds in the amount of \$150,000 total (\$120,000 federal, \$15,000 state and \$15,000 local).

Attachment #2l – TIP Amendment 2011-234 (Short range transit planning) – Add the project to the TIP for passenger/non-user survey; study and report by adding FY 2012 Section 5307 funds in the amount of \$50,000 total (\$40,000 federal, \$5,000 state and \$5,000 local).

Discussion: Bryan Berry (MPC) stated there were 12 amendments recommended for approval by the Technical Committee and briefly reviewed each one. He noted that Attachment 2a (2011-200) identifies the funding for the remaining 11 proposed Amendments, totaling 2.4 million dollars. He further noted all Amendments are Section 5307 projects for Knoxville Area Transit (KAT).

Action: A Motion was made by Don Mull (City of Alcoa) and seconded by Brenda Palmer (Knoxville City Council) to approve the Resolution to Amend the 2011-2014 Transportation Improvement Program (TIP). The Motion carried unanimously.

3. TIP Amendments and Adjustments for 2012

Item Summary: A list of all amendments and adjustments the TPO has processed to date for the calendar year 2012 (January through October).

Attachment #3 – List of TIP Amendments and Adjustments 2012

Discussion: Jeff Welch (TPO) noted that in addition to the TIP Amendments that come before the Board, staff can make Adjustments to the TIP and touched briefly on parameters where that might occur. He stated this allows projects to move forward more quickly by not having to move through an entire Amendment process. These Adjustments most often reflect requests by made TDOT and local governments. Angie Midget (TDOT) noted this list was extremely helpful and requested it be generated quarterly.

4. Obligation of Federal STP Funds for Knoxville Urban Area

Item Summary: The Knoxville TPO has a significant Surface Transportation Program revenue balance. To determine the best course of action to spend down this fund balance, TDOT is asking for a list of projects and amount of money that will be obligated by the end of this fiscal year (September 30, 2013). TPO Staff in cooperation with the Technical Committee will submit this list by December, 15, 2012.

Attachment #4 – Letter From TDOT: Obligation of Federal STP Funds for Knoxville Urban Area

Discussion: Jeff Welch (TPO) noted that annually TDOT advises TPOs and MPOs throughout the state regarding their balance of Surface Transportation Program Funds (STP) suballocated to them to fund projects in their respective urbanized areas. Mr. Welch stated there is the potential to lose these funds if we don't obligate them soon. Additionally under MAP-21, he stated that annually we now have an approximately 2 million dollar jump in this funding. Mr. Welch noted TDOT has requested that staff advise them of which projects they will be obligating funds to through the end of FY 2103 (9-30-13) as well as specific dollar amounts for each project. Angie Midgett (TDOT) noted there is a 4 year time limit to obligate funds once they are suballocated and subsequently existing fund balances are maintained on a rolling basis. Mr. Welch stated that as we have in the past, if we cannot meet the threshold to retain the balance of funds, TDOT may offer opportunities to use some of the older funds for state projects and then reimburse us at a future date. Ms. Midgett stated the priority is to maintain the "spending authority" over these funds.

5. Motion to Approve a Resolution Establishing the Adjusted Urbanized Area and Metropolitan Planning Area Boundary Based on the 2010 Census Urbanized Area

Item Summary: The Metropolitan Planning Area (MPA) Boundary must be updated based on the newly designated 2010 Census Urbanized Area prior to the adoption of the Mobility Plan update. The Technical Committee recommends approval.

Attachment #5 – Resolution

Attachment #5a – MPA Process Document

Discussion: Mike Conger (TPO) stated staff was requesting approval of the Adjusted Urbanized Area and Metropolitan Planning Area Boundary. He reiterated these Adjustments were done in response to the release of the 2010 US Census Urbanized Area, done every 10 years. Mr. Conger reviewed the steps in the process taken by staff to adjust the Urbanized Area and Metropolitan Planning Area Boundary. He noted federal law mandates that MPOs and TPOs plan for a minimum of the census defined urbanized area. Mr. Conger further noted the expansion must be completed prior to the deadline for the Long Range Mobility Plan Update which is June 2013. In addition to the census defined urbanized area, he stated staff adjusted or "smoothed" the boundary to fill in gaps and to include nearby traffic generators. In order to define the new Metropolitan Planning Area boundary staff started with the adjusted urbanized area and added the balance of Knox County (as it has been included historically) and also included the entirety of any municipality that was at least partially included in the adjusted urbanized area. Lastly, as required, he noted staff has included contiguous areas that they project to meet the census definition of an Urbanized Area within 20 years. Under the guidelines set forth in the Bylaws and pursuant to the recommended expansion, Mr. Conger said that the Cities of Clinton and Loudon would have the opportunity to become voting members of the TPO, each having a minimum population of 5000. He further noted the next step in this process is to submit the approved Resolution, Adjusted Urbanized Area and Metropolitan Planning Area Boundary map and Process Document to the governor's office. Lastly, the Bylaws would be amended to include new voting members, all before the Mobility Plan Update deadline in June 2013. It was noted that these boundaries can be reassessed at any time if warranted.

Action: A Motion was made by Brenda Palmer (Knoxville City Council) and seconded by Eddie Simpson (Loudon County) to approve the Resolution Establishing the Adjusted Urbanized Area and Metropolitan Planning Area Boundary Based on the 2010 Census Urbanized Area. The Motion carried unanimously.

6. Regional Mobility Plan Updates

Item Summary: Staff has been busy with many items pertaining to the Mobility Plan update, some of this work is reflected below.

- a. **Project Lists** – The call for projects ended on September 20th. The lists of projects were handed out at the October meeting for comment. Costs and revenues were also handed out, showing that some projects would have to be pushed out to later years. Staff worked to score projects based on the criteria detailed in the project application that was vetted through the Technical Committee. Consistent with past plans, staff also scored roadway projects based on congestion output from the travel demand model. The scores from those two efforts have been generalized and used to propose a list that pushes projects out based on those criteria. Please review and contact Alan Huff with changes. This list, plus changes received, will be included with the draft Plan, released for TDOT review, on December 4th.

Attachment #6A - List of Constrained Roadway Projects

Attachment #6B - List of Constrained Operations Projects

Attachment #6C- List of Constrained Active Transportation (Bike/Ped/Greenway) Projects

Attachment #6D - Roadway Project Wish List (Non-Constrained)

Attachment #6E - List of Constrained Public Transportation Projects (*to be handed out at the meeting*)

- b. **Public Survey** – TPO staff released a public survey, similar to the one conducted during the last Mobility Plan update. The survey collects public priorities for transportation in the region and allows prioritization based on cost. This survey ended on Friday, November 9th. Results will be presented at the meeting.

Discussion: Alan Huff (TPO) noted the update process has been going relatively quickly. Subsequent to the end of the call for projects timeframe, which ended in September, a preliminary project list was brought before the Technical Committee and the Executive Board in October. He noted staff received a couple of comments and additional projects after that and staff then presented an updated list to the Technical Committee earlier this month. At this time staff has not received any further comments. Referencing Attachment 6A, Constrained Roadway Projects, Mr. Huff noted it was broken down by County and then Horizon Year. In developing this list, staff prioritized projects based on criteria vetted through the Technical Committee. He noted in prioritization of the projects, some were moved to later Horizon Years. He further noted that due to expected revenues and subsequently being unable to fiscally constrain some projects, they were moved to a “Wish List”, Attachment 6D. These projects will still be listed in the Plan. Mr. Huff further noted that movement onto the “Wish List” was most often due to the fact that staff has very specific pots of money which can only be used for certain types of projects and these projects were not eligible for these funds. Mr. Huff stated that these projects need to stay on the Plan in the event that funding becomes available in the future. Mr. Huff noted that any projects moved to later Horizon Years would have higher projected costs due to inflation. He briefly reviewed Attachments 6B, 6C and 6E. Mr. Huff noted staff has asked the Technical Committee to submit any further comments by November 29. He stated staff is on track to submit the draft Plan Update to TDOT and FHWA for their requested 30 business day review period. Jeff Welch (TPO) reiterated that the Plan needs to be updated every 4 years and as such, the project lists are revisited at that time.

7. Annual Federal Obligations for Transit for FY 2012

Item Summary: Area transit agencies have provided to the TPO a list of obligated projects that were federally funded for FY 2012 (October 1, 2011 to September 30, 2012). Approximately, \$9.8 million in federal funds was obligated through the Federal Transit Administration (FTA) in the TPO area. This information along with the list of obligated projects funded through the Federal Highway Administration will be available to the public on the TPO website.

Attachment #7 - Federal Obligations for Transit for FY 2012

Discussion: Jeff Welch (TPO) briefly referenced Attachment #7 and noted as with the Obligations of Federal Funding for Highway Projects for FY 2012 list shared at last month's Board meeting, this Obligations of Federal Funding for Transit Projects for FY 2012 list is also posted on our website as required.

8. Discussion of Ranking of Highway Projects

Item Summary: TDOT has asked the TPO to rank the projects in the attached project list.

Attachment #8a – TDOT Priority Project Lists Email

Attachment #8b - Knoxville Project Recommendations 3-Yr Work Program Fall 2012

Discussion: Jeff Welch (TPO) noted TDOT is seeking input from the MPOs and TPOs on ranking of projects that the Department is considering for their 3 year program of projects, beginning in October 2013. Mr. Welch further noted TDOT is in the process of developing their budget to present to the legislature. He also noted staff has until mid-January, working with the Technical Committee, to present the ranked projects back to TDOT. Staff will bring the finalized ranked list to the Board in January.

9. Transportation Alternatives

Item Summary: MAP-21 created a new category of funding, the Transportation Alternatives Program (TAP). There is now guidance from FHWA on how this funding may be used.

This presentation can be found at:

http://www.fhwa.dot.gov/map21/docs/30aug_trans_alt.pdf.

Additional guidance on TAP funding can be found at:

<http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm>.

Discussion: Ellen Zavisca (TPO) stated the Transportation Alternatives Program (TAP), part of the new MAP-21 federal transportation legislation, is essentially replacing the Transportation Enhancements, Safe Routes to School and Recreational Trails Programs as well as a few other smaller programs, consolidating them under one umbrella. Ms. Zavisca noted most of the activities included in the previous programs are included in the TAP. She further noted the overall funding level will be similar and that the way the funds are allocated to the states will also be similar. Unlike with Transportation Enhancements, some of the funding will be allocated to large MPOs for distribution through grants. Ms. Zavisca briefly reviewed what is and is no longer funded under the TAP. She further noted that Safe Routes to School activities are covered under TAP but are now funded 80/20 requiring a 20% local match. Ms. Zavisca stated that the state did not choose to opt out of the Recreational Trails Program and will maintain those funds at the state level. Ms. Zavisca further noted that eligible sponsors will also remain basically the same. She hopes to have a draft application for these funds available for review for the next Technical Committee meeting.

10. TPO/PlanET Greenway Planning

Item Summary: The TPO and PlanET consulting staff are working together on regional conceptual greenway corridor planning that the TPO is doing in concert with the Great Smoky Mountains Regional Greenway Council.

Discussion: Ellen Zavisca (TPO) stated that the TPO is involved in two different tracks with regards to regional greenway planning. The first one involves the use of TPO planning funds to be used over the next several years to do regional greenway corridor “routing” studies identifying regional connections. She stated these studies are being done in conjunction with the Great Smoky Mountains Regional Greenway Council (RGC). The TPO released a Request for Qualifications in October and received multiple responses. An RGC subcommittee is tasked with advising staff on the selection of the consulting team. Ms. Zavisca briefly reviewed the three studies identified and noted that they would be working closely with the City of Knoxville to assure there was no overlap in connectivity studies the City has already scheduled. The second initiative is being conducted in conjunction with PlanET. Ms. Zavisca noted the TPO and RGC are doing some conceptual planning in the four PlanET counties that, unlike Knox, do not have a countywide greenway plan. She noted public meetings have been scheduled. The meetings are as follows: the first once occurred last night, November 27th in Oak Ridge, Anderson County; the second is scheduled for November 29th in Maynardville, Union County; the third is scheduled for December 4th in Loudon, Loudon County; and the fourth meeting is scheduled for December 6th in Maryville, Blount County. These meetings are designed to get a sense from both local officials and the public on where they would like to see local greenway connections as well as where they would like to see connections to neighboring counties. She noted staff also wants to encourage ongoing dialogue within these counties with regards to greenways.

11. Other Business

NOTICE OF DESIGN PUBLIC MEETING: The Tennessee Department of Transportation will conduct a Design Public Meeting on Thursday, November 29, 2012, in the fellowship hall of Smithwood Baptist Church, 4914 Jacksboro Pike, Knoxville, TN to discuss the proposed improvements to the I-640 interchange at North Broadway (U.S. 441, SR-33) in Knoxville, Knox County as shown on the general location map. The meeting will be held from 5:00 p.m. to 7:00 p.m. Additional Project Information can be found at <http://www.tdot.state.tn.us/i640/default.shtml>

Attachment #9 – Notice of Design Public Meeting Document

NOTICE OF PUBLIC HEARING and NOTICE OF AVAILABILITY OF THE APPROVED ENVIRONMENTAL DOCUMENT: The Tennessee Department of Transportation (TDOT) will host a public hearing for the proposed James White Parkway (SR-71) extension project in Knox County on Thursday, December 6, 2012 from 5:00 p.m. to 7:00 p.m. at the South Doyle Middle School located at 3900 Decatur Road, Knoxville, TN 37920. Additional project information can be found at www.tdot.state.tn.us/sr71/.

Attachment #10 - Notice of Public Hearing And Notice Of Availability Of The Approved Environmental Document

Angie Midgett (TPOT) noted representatives from TDOT will be at both of these meetings. 2013 TPO Executive Board Meeting Schedule is confirmed and available.

Attachment #11 - 2013 Schedule

Executive Board Meeting Wednesday, January 23, 2013, at 9 a.m. in the Small Assembly Room of the City County Building

12. Public comment

Members of the public may address the Executive Board with a five-minute time limitation for each person.

13. Adjournment