

**TPO Executive Board Minutes
November 19, 2014
9 a.m.
Small Assembly Room
City/County Building
Knoxville, Tennessee**

The Knoxville Regional Transportation Planning Organization (TPO) Executive Board met on November 19, 2014 at 9:00 a.m. in the Small Assembly Room of the City/County Building in Knoxville, Tennessee. Vice Chair Mayor Madeline Rogero chaired the meeting and called it to order. It was determined there was a quorum.

*Terry Frank	Mayor, Anderson County
*Brooke Keyes	Sevier County, <i>for Mayor Larry Waters</i>
*John Lamb	Blount County, <i>for Mayor Ed Mitchell</i>
*Brenda Palmer	City of Knoxville
*Cindy Pionke	Knox County, <i>for Mayor Tim Burchett</i>
*Jack Qualls	State of Tennessee, <i>for Governor Haslam</i>
*Madeline Rogero	Mayor, City of Knoxville
*Jim Wilburn	City of Lenoir City, <i>for Mayor Tony Aikens</i>
*Ed Shouse	ETDD
*Eddie Simpson	Loudon County, <i>for Mayor Buddy Bradshaw</i>
*Andrew Sonner	City of Alcoa, <i>for Mayor Don Mull</i>
*Tom Taylor	Mayor, City of Maryville
*Mark Watson	City of Oak Ridge, <i>for the Open Mayor's seat</i>
TPO Staff	
Partner Agency Staff	
Members of the Public	
* voting members	

1. Approval of October 22, 2014 Minutes

Item Summary: Approval of October 22, 2014 TPO Executive Board Minutes.

A Motion was made by Brenda Palmer and seconded by Ed Shouse to approve the October 22, 2014 Minutes. The Motion carried unanimously.

2. Motion to Amend the TPO Executive Board Bylaws to add a Public Transportation Representative to the TPO Executive Board Membership

Item Summary: MAP-21 requires that representation by provider(s) of public transportation be on the Policy Board of MPO's that have a population of greater than 200,000. The Technical Committee and the Executive Board have approved a recommendation that public transportation membership on the TPO Board be a representative of the Federal Transit Administration (FTA) Section 5307 – Urban Area – Designated Recipient (currently the City of Knoxville). As required, this is the second reading of the DRAFT Amendment to the TPO Executive Board By-laws.

Discussion: There was no discussion.

A Motion was made by Mayor Frank and seconded by Mayor Taylor to approve the proposed amendment to the TPO Executive Board By-laws as follows: Add a representative of the Federal Transit Administration (FTA) Section 5307 – Urban Area – Designated Recipient (currently the City of Knoxville) to the Executive Board, and also [as recommended by the Technical Committee] that the Executive Board designate a Steering Committee consisting of representatives from CAC, ETHRA and KAT and other groups to assist and guide staff in their study of developing a Regional Transit Authority. The Motion carried unanimously.

3. Motion to Adopt a Resolution to Approve the Title VI Report

Item Summary: As the recipient of Federal Transit Administration (FTA) funding, the TPO is required to prepare a Title VI Report every three years. The requirements are outlined in FTA Circular 4702.1B that details the information, data, and maps that must be submitted. It is required that the Executive Board approve the Report. The TPO follows the FTA recommendation that the Report be structured to mirror the FTA Title VI Report checklist. The TPO is required to follow Title VI with all sources of federal transportation funding, but this Report specifically focuses on FTA funding.

Technical Committee recommends approval.

Attached is a Summary of the Title VI Report. The complete Report can be found here:
<http://www.knoxtrans.org/meetings/agendas/tech/nov14/att2a.pdf>

Discussion: Doug Burton noted Title VI, a component of the Civil Rights Act of 1964, means that if we accept federal funding there can be no discrimination when awarding those funds for projects based on race, color, sex or national origin. The TPO is a recipient of Federal Transit Administration (FTA) grant dollars and subsequently is required to submit a Title VI report to the FTA every 3 years. The FTA provides a Circular that specifically outlines what needs to be included in the report. Mr. Burton noted that as our urban area has a population over 200,000 we are required to comply with both the General and [Program] Specific Requirements as outlined in the Circular. The Report itself is really a collection of information, tables, maps, and exhibits etc. as the Circular seeks demonstration of very specific mandates under Title VI. He further noted a new requirement is that MPO Executive Boards endorse the Report. Mr. Burton noted his Executive Summary of the Report contains those mandates that FTA considers key for MPO Board members to be familiar with. Mr. Burton then briefly reviewed those key elements: that the MPO's are a resource to the member jurisdictions, our transit partners and the citizens of our area, that we actively post Title VI notices where they can be easily seen and can explain Title VI to anyone seeking information or wanting to file a complaint, that all of our vital TPO documents contain Title VI goals, that we monitor membership of non-elected committees and that we actively reach out to minority and disadvantaged populations to include them in the planning process. The FTA also requires that data be collected with regards to Census data for race, low income, ethnic and limited English proficient populations, that GIS mapping is utilized to evaluate funding impact and that transit financial data is collected. He noted the FTA wants to ensure we are distributing our federal dollars in an equitable manner with regards to Title VI. Mr. Burton noted staff work closely with member jurisdictions to alert them of any project that is located in a minority census tract so they are well positioned to be sensitive to any additional needs with regards to Title VI parameters. He closed noting that although we only report this data top the FTA every three years the TPO works to ensure compliance on an ongoing year-round basis. Mayor Rogero commended staff noting the TPO is not only meeting but exceeding Title VI requirements. The complete presentation can be found here: http://www.knoxtrans.org/meetings/agendas/exec/nov14/title_vi_report_presentation.pdf

A Motion was made by Mayor Taylor and seconded by Ed Shouse to Adopt a Resolution to Approve the Title VI Report. The Motion carried unanimously.

4. Overview of the Annual Listing of Obligated Projects for FY 2014

Item Summary: Each year the TPO is required to make available to the public a listing of all transportation related projects in which federal funds were obligated in the past fiscal year.

Discussion: Jeff Welch noted in 2014 approximately \$145 million was programmed into our Transportation Improvement Program (TIP), further noting what was obligated (under contract) was \$94 million, about 65% of the total funds programmed. He noted of that \$94 million, 70% is TDOT driven and 30% is driven by projects managed by TPO participants. He touched on the various funding sources which are primarily on the highway side with about 10% being from transit funding sources. He also touched on the distribution across system type including 53% going for state route projects, 19% for interstate, 14% for Bike/Walk, 10% for Transit and 3% for local route projects. The report also includes a table listing each of the projects that received funds that were obligated through September 2014 which shows the dollars obligated and the funding type.

5. Notice of Election of Officers for 2015

Item Summary: Staff wanted to alert Board members that election of officers will take place during the first meeting of 2015. The Bylaws state that the Executive Board shall elect a Chair and Vice Chair from its membership. Such election shall be by a majority vote of that membership. The term of office shall be for two years. An officer is eligible to serve a maximum of two consecutive terms.

Discussion: Jeff Welch noted elections will take place at the first meeting of 2015.

6. Other Business

- Highway Trust Fund and Delayed Projects Letter. Jeff Welch highlighted the attached letter from TDOT Commissioner John Schroer and list of projects that have been delayed.
- 2015 Executive Board meeting schedule. Please be aware of the 2015 schedule.
- Technical Committee Meeting tentatively scheduled for Tuesday, December 9, at 9 a.m. in the Small Assembly Room of the City County Building.
- Executive Board Meeting tentatively scheduled for Wednesday, **December 17**, 2014 at 9 a.m. in the Small Assembly Room of the City County Building.
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7. Public Comment

Members of the public may address the Executive Board with a five-minute time limitation for each person. There was no public comment.

8. Adjournment

There was no additional business and the meeting was adjourned.