

Attachment #1

**TPO Technical Committee Minutes
August 9, 2011
9 a.m.
Small Assembly Room
City/County Building
Knoxville, Tennessee**

The Knoxville Regional Transportation Planning Organization (TPO) Technical Committee met on August 9 at 9 a.m. in the Small Assembly Room of the City County Building in Knoxville. Chair, Andrew Sonner presided and called the meeting to order.

*Kathryn Baldwin	Anderson County
*Terry Bobrowski	East Tennessee Development District
*Brian Boone	City of Maryville
*Rich DesGroseilliers	Lakeway Area TPO
*Mark Donaldson	Knoxville/Knox County MPC
*Deborah Fleming	Tennessee Dept. of Transportation for Angie Midgett
*Chris Jenkins	Town of Farragut for Darryl Smith
*Leslie Johnson	Lenoir City
*Steve King	City of Knoxville
*John Lamb	Blount County
*Barbara Monty	Knox County Community Action Committee
*Mike Patterson	East TN Human Resource Agency for Gary Holiway
*Pat Phillips	Loudon County
*Cindy Pionke	Knox County for Dwight Van de Vate
*Melissa Roberson	Knoxville Area Transit
*Blake Sartin	Metropolitan Knoxville Airport Authority
*Andrew Sonner	City of Alcoa
Jeff Welch	Director, Transportation Planning Organization
Nathan Benditz	Transportation Planning Organization Staff
Bryan Berry	Metropolitan Planning Commission Staff
Doug Burton	Transportation Planning Organization Staff
Mike Conger	Transportation Planning Organization Staff
Terry Gilhula	Metropolitan Planning Commission
Alan Huff	Transportation Planning Organization Staff
John Hunter	City of Knoxville
Brent Johnson	City of Knoxville
Charlotte West	Transportation Planning Organization Staff
Ellen Zavisca	Transportation Planning Organization Staff

***voting members**

Determination of Quorum

1. Approval of June 14, 2011 minutes

Action Possible Action Discussion Information

Presenter: Andrew Sonner, Chair

Item Summary: Approval of June 14, 2011, TPO Technical Committee minutes.

Attachment #1.

A motion was made by Leslie Johnson and seconded by Terry Bobrowski to approve the June 14 minutes. The motion carried unanimously.

2. Recommend Approval of Amendments to the 2011-2014 Transportation Improvement Program (TIP)

Action Possible Action Discussion Information

Presenter: TPO Staff

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

- a. Amend project 2011-200 (KAT Section 5307 Transit Funds) from FY 2011 Total Funds \$5,000,000 (\$4,000,000 federal / \$500,000 state / \$500,000 local) to \$6,028,956 (\$4,823,164 federal / \$602,896 state / \$602,896 local) to reflect the FY 2011 apportionment of Section 5307 funds from Congress to the Knoxville Urbanized Area.

Attachment #2a.

- b. Amend project 2011-200 (KAT Section 5307 Transit Funds) regarding FY 2012, FY 2013, and FY 2014 Total Funds to reflect the actual Congressional apportionment in FY 2011 with an annual 3 percent increase each year. Amend FY 2012 from \$5,000,000 (\$4,000,000 federal / \$500,000 state / \$500,000 local) to \$6,209,826 (\$4,967,860 federal / \$620,983 state / \$620,983 local). Amend FY 2013 from \$5,000,000 (\$4,000,000 federal / \$500,000 state / \$500,000 local) to \$6,396,120 (\$5,116,896 federal / \$639,612 state / \$639,612 local). Amend FY 2014 from \$5,000,000 (\$4,000,000 federal / \$500,000 state / \$500,000 local) to \$6,588,003 (\$5,270,403 federal / \$658,800 state / \$658,800 local).

Attachment #2b.

- c. Amend project 2011-200 (KAT Section 5307 Transit Funds) from FY 2011 Total Funds \$6,028,956 (\$4,823,164 federal / \$602,896 state / \$602,896 local) to \$380,563 (\$304,451 federal / \$38,056 state / \$38,056 local) for preventative maintenance and capital improvements by distributing Section 5307 funding to new projects 2011-219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, and 230. **Attachment #2c.**
- d. Add project 2011-219 (Replacement Trolley Bus) in the amount of \$425,000 (\$340,000 federal / \$42,500 state / \$42,500 local) to FY 2011 for the purchase of 35' trolley bus with particulate filter technology. **Attachment #2d.**
- e. Add project 2011-220 (Purchase shop equipment) in the amount of \$245,000 (\$196,000 federal / \$24,500 state / \$24,500 local) to acquire steam room bus lift, overhead door, and parts room cabinets for KAT maintenance shop. **Attachment #2e.**
- f. Add project 2011-221 (Purchase ADP hardware) in the amount of \$50,000 (\$40,000 federal / \$5,000 state / \$5,000 local) to acquire new desk top and laptop computers for administration, operation, and maintenance; smart board for training room; and cash register for customer service counter at transit center. **Attachment #2f.**
- g. Add project 2011-222 (Purchase ADP software) in the amount of \$30,000 (\$24,000 federal / \$3,000 state / \$3,000 local) to acquire maintenance software upgrade for KAT maintenance department. **Attachment #2g.**
- h. Add project 2011-223 (Acquire support vehicles) in the amount of \$50,626 (\$40,500 federal / \$5,063 state / \$5,063 local) to acquire two service trucks to replace one 1997 and one 1999 support vehicle. **Attachment #2h.**

- i. Add project 2011-224 (Acquire support equipment) in the amount of \$76,000 (\$60,800 federal / \$7,600 state / \$7,600 local) for safety/security E911 system maintenance fees to support emergency management. **Attachment #2i.**
- j. Add project 2011-225 (Preventative maintenance) in the amount of \$3,697,370 (\$2,957,896 federal / \$369,737 state / \$369,737 local) for transit maintenance, bus parts, tire mileage, and major component repairs. **Attachment #2j.**
- k. Add project 2011-226 (Non-fixed route ADA paratransit) in the amount of \$602,897 (\$482,317 federal / \$60,290 state / \$60,290 local) for ADA non-fixed route paratransit service. **Attachment #2k.**
- l. Add project 2011-227 (Purchase bus shelters) in the amount of \$50,000 (\$40,000 federal / \$5,000 state / \$5,000 local) for the purchase of bus shelters. **Attachment #2l.**
- m. Add project 2011-228 (Purchase pedestrian access/walkways) in the amount of \$117,500 (\$94,000 federal / \$11,750 state / \$11,750 local) to purchase and install pedestrian access/walkways to link pedestrian ways to bus stops. **Attachment #2m.**
- n. Add project 2011-229 (Purchase signage) in the amount of \$20,000 (\$16,000 federal / \$2,000 state / \$2,000 local) to purchase signage for transit stops and facilities. **Attachment #2n.**
- o. Add project 2011-230 (Program support/admin.) in the amount of \$284,000 (\$227,200 federal / \$28,400 state / \$28,400 local) for program support activities in UPWP. **Attachment #2o.**

Bryan Berry explained that TDOT and FTA asked staff to prepare three resolutions for amendments a., b., & c. The reason behind this was project 2011-200 (KAT Section 5307 Transit Funds) had to be amended three separate times. The first resolution was to amend the FY 2011 funding in project 2011-200 to reflect the current amount Congress appropriated to the Knoxville Urbanized Area in the Federal Register. The second resolution was to amend the FY 2012, 2013, & 2014 amounts in project 2011-200 by using a three percent step increase each year starting with the known FY 2011 amount. The third and final resolution was to distribute the FY 2011 funding for project 2011-200 to 12 new projects added to the Transportation Improvement Program. No discussion or questions by the board.

A motion was made by John Lamb and seconded by Steve King to recommend to the Executive Board approval of a resolution approving the TIP amendments. The motion carried unanimously.

3. Recommend Adoption of the 2012 Unified Planning Work Program

Action Possible Action Discussion Information

Presenter: TPO Staff

Item Summary: Attached is the final draft work program for the upcoming fiscal year (2012). Changes to the text are highlighted that address comments from TDOT and FHWA staff and additional TPO staff edits. TPO Staff recommends approval of the work program.

Attachment #3.

Jeff Welch stated that last year TDOT encouraged the TPO to produce 2-year work program. We are amending the 2011 work program and updating the 2012 section to reflect actual funding availability. It is important to get the funds programmed and obligated to protect them from being rescinded. The TPO staff is working with TDOT to secure dollars that have been available.

Changes in the UPWP text were shown in bold and highlighted. The TPO is updating its travel demand model, and it will be expanded to include the Lakeway Area Planning Area. The model will also be able to be run for the Lakeway Area separately. A consultant is working with the TPO staff on the regional transit corridor study. The process to update the Long Range Mobility Plan will also be beginning. A major undertaking by the TPO staff will be PlanET, which is a grant MPC is managing through HUD and in-conjunction with the City of Knoxville. PlanET is a three year regional sustainability planning process and will be a major work effort by TPO staff. Vital to its success is will be the interrelationship between the PlanET process and the various transportation studies and plans being undertaken by the TPO. The data and modeling from the Long Range Mobility Plan update will be used in the PlanET process and then the results of the PlanET, including the public involvement, will be used in the next update to the Long Range Mobility Plan. The TPO has also retained a consultant to manage the ITS Regional Architecture update. Jeff listed many of the other projects planned in the UPWP. TDOT and FHWA have reviewed the work program, and staff recommends approval.

John Lamb asked about the recent status of the region's air quality, and Mike Conger responded that the trend over the last few years had been showing an improvement in air quality, but that this year there has been a setback with several days of air quality alerts similar to the summer of 2007.

A motion was made by Deborah Fleming and seconded by Leslie Johnson to recommend to the Executive Board approval of resolution to approve the 2012 Work Program. The motion carried unanimously.

4. Discussion of TIP Amendment Process

Action Possible Action Discussion Information

Presenter: TPO Staff

Item Summary: TPO staff is beginning the steps towards establishing a timeline process for amending the Transportation Improvement Program (TIP). In this initial discussion phase, staff has provided a brief overview of the TIP amendment process (**Attachment #4a**), along with a chart comparing the Knoxville TPO and Nashville MPO volume of TIP amendments per month from 2006 to July 2011 (**Attachment #4b**).

Bryan Berry stated the staff would like the committee's thoughts on establishing a timeline process for amending the TIP. Staff has been giving careful consideration to the TIP amendment process. Often amendments are submitted days before a meeting which puts a strain on staff in getting the amendments prepared for approval. The TPO has to share TIP amendments with other organizations, especially when there is an amendment that must go through the Interagency Consultation Process for air quality conformity review. There is also the issue of giving adequate public notice. Some amendments can take up to 60 days for it to go through.

To help staff manage the TIP amendment process and to help the Technical Committee, Executive Board, and the public to better understand what must occur in the approval process, staff is planning to create a schedule with deadlines for amendments. Other MPOs are doing a quarterly amendment process, such as Nashville and Memphis. Jeff Welch stated he wants the amendment process in writing. Jeff stated that approving the amendments quarterly would be better. Projects needing only an administrative adjustment could be done quicker.

Staff plans on putting together a detailed outline of the TIP amendment process in addition to determining a suitable schedule for amendment submittals and deadlines.

5. Discussion of the Metropolitan Planning Area Boundaries

Action Possible Action Discussion Information

Presenter: TPO Staff

Item Summary: TPO staff and Technical Committee were directed by the Board to reassess the Metropolitan Planning Area boundaries for consideration of expansion of those boundaries. Staff has used as a starting point for this assessment the entire combined Statistical Area (the Knoxville MSA and adjacent counties). Staff will present additional information on options and issues for discussion. **Attachment #5a -Options and Issues. Attachment #5b- Regulations related to Metropolitan Planning Area Boundaries**

Mike Conger did a presentation on the metropolitan planning area boundaries. After each census the TPO must review its boundaries. The census information is scheduled to be released sometime in 2012. The City of Oak Ridge has asked to become a member of the TPO now. The Executive Board directed the Technical Committee to look at the issues of expanding the boundaries. Staff presented three options.

Leslie Johnson asked if the Technical Committee needs to decide this issue now. Jeff Welch stated that the Executive Board asked the Technical Committee to look at the possibility of expanding the boundaries and come back to them with a recommendation. Oak Ridge had a bill introduced in the State Legislature which would add them to the TPO. At this time that bill is tabled. The Technical Committee has a range of options from adding Oak Ridge now to waiting until the Census data was available.

There was discussion of adding Oak Ridge now, as many felt it could be justified. Deborah Fleming stated that Option B is not really an option but is what each MPO has to go through after every census. The governor has to sign off on every MPO planning area boundary across the state. The U.S. Census website states the data and new boundaries will be available in the fall of 2012. Another issue is that changes to the law which establish MPO and MPO boundaries are being debated as part of the next transportation act, which may be approved soon. The new act may deal with this differently and allow smaller MPOs close to larger ones to join and create one larger MPO. She stated that an example of this could be where the Lakeway MPO might merge with the Knoxville TPO. The new act could also consolidate funding categories. Deborah stated that TDOT would prefer that the TPO would wait until next year when the census releases the new urbanized area boundaries to decide on expansion issues. She also stated that TDOT wanted to make it clear that if there are projects or transportation issues that Oak Ridge or any other communities feel they need more coordination on, TDOT will work with them through the planning and coordination processes already in place.

Kathryn Baldwin stated that she had talked to Jeanne Stevens, and Jeanne said that as long as a municipality was outside the Knoxville urbanized area, access to STP funds allocated to the TPO may not be possible. Deborah responded that this is correct for projects with STP funds, but the TPO also would not receive an increase in federal planning funds. If the TPO area is expanded, there will be more work for staff but there is no additional planning funding. Kathryn stated that looking at where the DOE employees live, the majority live in Knox and Loudon Counties. Oak

Ridge has huge commuting patterns and origin and destinations should be looked at. The transit corridor study shows the travel patterns go to Knoxville, and there is a connection between Blount and Anderson Counties. She added that there was a barrier of 800 acres that cannot ever be built on that include bicycle trails, DOE and TVA which is the only thing keeping Oak Ridge from being included in the census-defined urban area.

Cindy Pionke asked about part of Oak Ridge also being in Roane County and if this is a problem. Jeff Welch responded that we would have to include that part of Roane County. Kathryn stated that one-third of Oak Ridge is in Roane County, and K-25 is there and part of ORNL. Mark Donaldson stated that Option B is not really an option. We should include the Roane County/Oak Ridge area.

John Lamb asked if this issue can be legislated because there is no state law recognizing MPOs. Jeff responded that if they pass a law, it may not be enforceable. Deborah responded that this is a function of the Executive Branch of government. Deborah reminded everyone that it was the responsibility of the Governor to approve the MPO boundaries. Jeff added that if the Legislature approved and the Governor signed a bill requiring a jurisdiction to become a member of a MPO, we would be hard pressed to deny membership. Jeff stated the other MPOs across the State were monitoring this because it would set a precedent.

John Lamb stated that Oak Ridge should be part of this TPO and we can limit it to the City of Oak Ridge. Oak Ridge is already included in the air quality analysis. Leslie Johnson agrees with John that we are a planning body and it makes sense to add Oak Ridge from a planning perspective due to the impact Oak Ridge has on our regional area. Mike Conger asked if the TPO should put out a call for other jurisdictions to join. It was determined that this should wait until the 2010 census data for the urban area is available. John stated that the commuting patterns to Oak Ridge have been around since DOE was built. Jeff responded that when we have the 2010 census results, we will have a better idea. John stated that when it is presented to the Executive Board, it should be kept simple and just add Oak Ridge.

A motion was made by John Lamb and seconded by Pat Phillips to add another option for consideration by the Executive Board which would be to allow the immediate addition of the City of Oak Ridge to the TPO Metropolitan Planning Area and to postpone any further planning area boundary expansion until after the new Census Urbanized Areas are released in 2012. The motion passed unanimously.

6. Discussion of Recent Rescission Impacts on TDOT/MPOs and Federal Legislation for Reauthorization.

Action Possible Action Discussion Information

Presenter: TPO Staff

Item Summary: TDOT was recently rescinded approximately \$51 million of **unobligated** federal transportation funds. The makeup of the \$51 million that TDOT returned was \$41 million of CMAQ and \$10 million of Transportation Enhancement funds. Urban Surface Transportation Program (STP) funds were protected from this rescission. To help minimize further impacts from future rescissions it is imperative that TDOT, local governments, and MPOs accelerate project implementation and improve project tracking/status reports.

Legislation Update: Committees in the U.S. House and Senate have introduced summaries of their respective transportation reauthorization bills. The House Committee version is a 6-year bill which would consolidate/eliminate many programs that are not of national interest. In addition the House Bill would limit funding to what is generated by the federal motor fuels tax. The Senate Committee bill is a two-year proposal also eliminating/consolidating many programs. The Senate Committee version seeks to keep funding at existing levels.

Jeff Welch stated that Congress is in recess and the ability to pass a new transportation bill by Sept. 30, is highly unlikely.

Due to a recent rescission of \$51 million from TDOT by the federal government the states CMAQ program has a zero fund balance. The amount CMAQ funds that may be available beginning Oct. 1, 2011 is approximately \$37 million. CMAQ projects committed to by and those recently recommended by MPOs across the state will have to be financed by anticipated FY 2012 funds. Deborah Fleming stated that continued rescissions are possible and that TPO jurisdictions should continue to work hard to get project funds obligated as quickly as possible. TDOT has developed a Speaker's Bureau, and Paul Degges is in charge. Details can be found on TDOT's website.

7. Other business

Appointments to Bicycle Advisory Committee

Deborah Haines, Shelagh Leutwiler and David Harper have been nominated as new members to the Bicycle Advisory Committee and need conferred by the Technical Committee.

A motion was made by John Lamb and seconded by Leslie Johnson to approve the new members on the Bicycle Advisory Committee. The motion carried unanimously.

Jeff Welch announced that representatives from TDOT will be doing a project tour in Region 1 September 27-30. More details will follow.

Up coming meetings:

Executive Board Meeting, August 24, at 9 a.m. in the Small Assembly Room of the City County Building

Technical Committee Meeting, September 13, at 9 a.m. in the Small Assembly Room of the City County Building

TDOT Project Tour Region 1 – September 27-30. More detailed information to follow.

PlanET Kickoff Event, Friday, September 16. More information to follow.

8. Public comment

There was no public comment.

9. Adjournment

There being no further business, the meeting was adjourned.