

TPO Technical Committee Minutes  
November 13, 2012  
9:00 a.m.  
Small Assembly Room  
City/County Building  
Knoxville, Tennessee

The Knoxville Regional Transportation Planning Organization (TPO) Technical Committee met on November 13, 2012 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. It was determined that there was a quorum.

*Kathryn Baldwin	City of Oak Ridge
*Tarren Barrett	LAMTPO, for <i>Rich DesGroseilliers</i>
*Terry Bobrowski	ETDD
*Brian Boone	City of Maryville
*Ralph Comer	Tennessee Department of Transportation (TDOT), for <i>Angie Midgett/ Governor Haslam</i>
*Jim Hageman	City of Knoxville
*Mark Donaldson	Knoxville-Knox County MPC
*Leslie Johnson	Lenoir City
*John Lamb	Blount County
*Mike Patterson	ETHRA, for <i>Gary Holiway</i>
*Cindy Pionke	Knox County, for <i>Dwight Van de Vate</i>
*Melissa Roberson	Knoxville Area Transit (KAT)
*Darryl Smith	Town of Farragut
*Blake Sartin	Knoxville Airport Authority
*Andrew Sonner	City of Alcoa
TPO Staff	
Partner Agency Staff	
Members of the Public	
*voting members	

**1. Approval of October 9, 2012 Minutes**

**Item Summary:** Approval of October 9, 2012 TPO Technical Committee Minutes.

**Attachment #1 – October 9, 2012 Minutes**

**Action:** A Motion was made by **Blake Sartin (Knoxville Airport Authority)** and seconded by **Cindy Pionke (Knox County)** to approve the **October 9, 2012 Minutes**. The Motion carried unanimously.

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

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

**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) briefly reviewed each amendment, all of which are Section 5307 projects for Knoxville Area Transit. Mr. Berry stated these projects are part of the 2<sup>nd</sup> apportionment for Section 5307 for FY 2012. He further noted that Attachment 2a (2011-200) identifies the funding for the remaining 11 proposed Amendments, totaling 2.4 million dollars.

**Action:** A Motion was made by Kathryn Baldwin (City of Oak Ridge) and seconded by Leslie Johnson (Lenoir City) to approve the Amendments to the 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:** Bryan Berry (MPC) noted the attached list denotes the Amendments and Adjustments that the TPO has completed this calendar year through October 2012. He noted that 11 Amendments and 23 Adjustments were

completed. Jeff Welch (TPO) also noted that staff wanted to bring the Technical Committee up to date on the Adjustments done administratively in conjunction with TDOT.

#### **4. Bicycle Advisory Committee and Bicycle Program Update**

**Item Summary:** The TPO Bicycle Advisory Committee was formed in 2001 to advise the Technical Committee and Executive Board on bicycles issues. Monika Miller, BAC Chair, will give an update on what the BAC has been working on recently and next steps, including a draft Bicycle Program Work Program. One success story of the Bicycle Program has been the presentation to driver's education classes and TPO staff will update the Technical Committee on this program.

##### **Attachment #4 – Draft Bicycle Program Work Program**

**Discussion:** Kelley Segars (TPO) noted the BAC bicycling ambassadors and volunteers go out each semester to educate every Knox and Blount County high school driver's education student in all schools that have these programs. She noted that not all schools have driver's education programs. Ms. Segars noted that these presentations involve teaching the students how drivers and bicyclists can share the road. She further noted they focus heavily on texting while driving. Highlights of the presentation include: asking the students what they know about bicycling, reviewing the myths of bicycling, profiles of local bicyclists, discussion of the expense of driving vehicle versus bicycling, discussion of Tennessee code with regards to bicycling on the roads and sidewalks, review of lane positioning, all stressing safety and sharing the road. Monika Miller, chair of the BAC also spoke. Ms. Miller stated that there are a growing number of people that want to bike commute in the TPO region and the BAC wants to work with the TPO to create a higher level of safety as well as offer more choices for them. Ms. Miller stated the BAC would like to assist the TPO with developing a cohesive bike network amongst all of the jurisdictions. The BAC has worked with TPO staff to develop a Draft Work Plan. Highlighting that the Plan, the BAC's activities lie within 2 categories, Capital Investments and Funding and secondly, Education, Encouragement and Enforcement. Capital Investments and Funding focuses not only on funding but infrastructure and Ms. Miller reviewed each category of this part of the Work Plan. Ms. Miller noted that the BAC wants to develop one bicycle facilities plan each year and the City of Knoxville has expressed interest in being the first one.

#### **5. 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. **Timeline Update/Reminder** – As we have mentioned, we are on a very tight timeline due in large part to the lengthy adoption process. Draft documents and project lists must be presented to TDOT for initial review on December 4<sup>th</sup> to ensure we can act to adopt the Plan in April 2013.

##### **Attachment #5a – Mobility Plan Timeline**

- b. **Project Lists** – The call for projects ended on September 20<sup>th</sup>. 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 asked for comments on which projects should or should not be pushed out, no comments were received. 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 by November 29<sup>th</sup>. This list, plus changes received, will be included with the draft Plan, released for TDOT review, beginning December 4<sup>th</sup>.

##### **Handout #5A – Public Survey Results**

##### **Handout #5B - Project Scoring Criteria**

##### **Handout #5C – Fiscal Constraint**

##### **Handout #5D – Project Wish List (Not Fiscally Restrained)**

##### **Handout #5E – Roadway Projects**

##### **Handout #5F – Operations Projects**

##### **Handout #5G – Active Transportation (Bike/Ped./Greenway) Projects**

##### **Handout #5H – Public Transportation Projects**

**Discussion:** Alan Huff (TPO) noted staff has included an updated timeline in the Agenda packet. He stated that in order to give TDOT and FHWA their requested time to review the Plan, staff needs to have the Draft completed by December 4<sup>th</sup>. The timeline also reflects bringing the Draft back before the Technical Committee and Executive Board by April of 2013. This is also in conjunction with meeting the conformity deadline of June 1<sup>st</sup>. Mr. Huff then reviewed the Handouts. Handout A reflects results of the Public Survey. These results will be incorporated in to various topics in the Plan. Handout B denotes the project scoring criteria which were attached to the project application document. Mr. Huff further noted that staff incorporated “bonus points” allotting these to projects identified as being located in high congestion areas based on our Travel Demand Model. These 2 grading factors were then translated into 5 Priority Categories. Mr. Huff noted that staff was not able to fiscally constrain every project for which an application was received and further noted this was because there were a lot of projects that were not on state routes or were not part of the National Highway System, and subsequently, not eligible for those large pots of money. He noted projects not eligible for those funds will need to be moved to a “wish list”. Handout C shows the revised funding assumptions, also updated to reflect MAP-21 changes in funding categories. Mr. Huff noted that based on 2013 assumptions, these revenues were broken out and projected by each Horizon year. Projections included the anticipated inflation rates of 1% annually for the first 5 years, and 3% annually beyond 5 years. Project costs were inflated at 1.25 % annually for the first 5 years and 3.6% annually thereafter.

Mr. Huff state there a large number of projects in the 2019-2024 Horizon Years and this is a time period where projects need to be moved further out. Fiscal constraint mandates that we not carry a negative balance and hence, projects are moved. Handout D reflects projects that would be moved to the Not Fiscally Constrained Wish List based on Project Scoring Criteria and funding categories. Mr. Huff noted this list was for discussion purposes and noted that projects on this list could be moved back into the project list (and fiscal constraint) however, project(s) of equal value would need to be moved off of that list (out of fiscal constraint). He also stated consideration would need made as to how far out any projects moved back into fiscal restraint were placed, as the farther out they are placed, the higher the inflated project costs. Handout 5E reflects roadway projects broken down by Horizon Year and County. Jeff Welch (TPO) asked member jurisdictions to review the lists and noted that the Plan Update process will begin again in approximately 2 ½ years where these lists will be revisited. He asked that staff be advised if there are any major issues identified with any of the lists. Mr. Huff briefly noted Handout 5F which are CMAQ funded projects, Handout 5G which are Active Transportation projects (bike/ped./greenway) and Handout 5H which reflects Public Transportation projects which have not been incorporated into the fiscal restraint tables.

- c. **Public Survey** – TPO staff released a non-scientific 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. The results were distributed at the meeting.

## 6. Metropolitan Planning Area Boundary

**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 TPO staff recommended MPA Boundary will be presented for discussion.

The following is a link to the Power Point presentation:

[http://www.knoxtrans.org/meetings/agendas/tech/nov12/mpa\\_nov\\_tech.pdf](http://www.knoxtrans.org/meetings/agendas/tech/nov12/mpa_nov_tech.pdf)

**Discussion:** Mike Conger (TPO) noted the Handout referencing the updated Metropolitan Planning Area Boundary proposed by staff. He noted this has to be updated every ten years based on the US Census. With regards to the TPO’s revised planning area, Mr. Conger noted that staff needs to include, at a minimum, the area designated by the census as urbanized within our region. He noted the next step is smoothing out the “jagged edges” as well as including traffic indicator areas which may not have been picked up as urbanized, but that generate significant traffic. These steps increased the population from the base census number of 560,000 to 590,000. Mr. Conger noted that additionally, if the boundary touched any part of a municipal boundary, staff included the entire boundary of that area. Also, historically staff has included Knox County in its entirety and staff has maintained this as well. Staff has used the Land Use Forecasting Model to project areas we believe will meet the minimum census defined requirements of urbanized (500 people per square mile) within the next 20 years, areas staff are also mandated to include. Mr. Conger noted the above-mentioned steps have taken in a large contiguous area with a total population of almost 660,000 for the staff recommended MPA Boundary.

Mr. Conger noted staff feels the proposed expansion is manageable. He further noted that as part of the of the PlanET process, staff may be looking to amend the planning area boundary based on what comes out of the final preferred scenario product. He also clarified the addition of areas beyond the census mandated minimum will not include any additional funding. Mr. Conger stated that staff is seeking an endorsement from the Technical Committee of the proposed Boundary expansion.

**Action: A Motion was made by Kathryn Baldwin (City of Oak Ridge) and seconded by Jim Hagerman (City of Knoxville) to approve staff's recommended Metropolitan Planning Area Boundary and Adjusted UZA Boundary. The Motion carried unanimously.**

#### **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 #6 - Federal Obligations for Transit for FY 2012**

**Discussion:** Jeff Welch (TPO) noted the listing of the annual federal obligations for transit for FY 2012 is included in the Agenda Packet and as required, TPO has posted this list on the website. The TPO is also required to publish a notice that we have received federal funding.

#### **8. Discussion of Ranking of Highway Projects**

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

**Attachment #7a – TDOT Priority Project Lists Email**

**Attachment #7b - Knoxville Project Recommendations 3-Yr Work Program Fall 2012**

**Discussion:** Jeff Welch (TPO) noted that staff has received a request from Deborah Fleming at TDOT asking the MPO's and TPO's throughout the state to rank projects that TDOT is considering for their Capital Improvement Plan over the next 3 years. Mr. Welch referenced the list included in the Agenda packet where TDOT has listed these projects. TDOT is asking for this list to be ranked by January 2013.

He also noted that staff has not fully reviewed the list having only recently received it. He further noted that staff will be emailing the Technical Committee for their input right after the Thanksgiving holiday which will also contain an informational narrative of the projects.

#### **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.

**Discussion:** Ellen Zavisca (TPO) noted that this program essentially combines/replaces several programs including Transportation Enhancements, Recreational Trails and Safe Routes to School. Ms. Zavisca also noted that there is just over \$800 million of TAP funding in each of the two years of MAP-21 based on 2% of the total MAP-21 highway funding. Ms. Zavisca reviewed the TAP suballocation process at the state level. She stated TAP-eligible activities are basically the same as with the previous programs and include construction, planning and design of bike/pedestrian facilities, safe routes for non-drivers and conversion of rails to trails, community improvement activities, environmental mitigation activities and Safe Routes to School activities. Ms. Zavisca further noted the Tennessee did not choose to opt out of the Recreational Trails Program and these funds will stay with the state. She then reviewed Transportation Enhancement activities that are no longer eligible, which include safety and educational activities for pedestrians and bicyclists (excluding safety-related activities for ages K-8) as well as operation of historic transportation museums. Ms. Zavisca stated that although the Safe Routes to School Program received 100% funding as a stand-alone program, under the TAP, its activities will be funded 80/20 with a 20% local match required. Ms. Zavisca noted that the TPO is now tasked with developing a competitive process by which the regional TAP funds are distributed. She further noted that eligible project sponsors remain basically the same and include local governments, regional transportation authorities and school districts. She stated non-profits can partner with eligible sponsors to receive funding.

This presentation can be found at:

[http://www.fhwa.dot.gov/map21/docs/30aug\\_trans\\_alt.pdf](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>.

## 10. TPO/PlanET Greenway Planning

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

**Discussion:** Ms. Zavisca noted that the TPO is working with the Great Smoky Mountains Regional Greenway Council (RGC) in the selection of a consultant to complete the three greenway studies recently approved by the Technical Committee. 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. Once under contract, staff will work with the consulting team on beginning the first study, linking Maryville and Townsend. Ms. Zavisca also noted that under PlanET there has been interest in doing greenway planning in the four counties where there is no countywide greenway plan. Those four counties are Anderson, Loudon, Blount and Union. She noted they are working with local governments in those counties to create advisory teams who are scheduled to meet as follows: 11-27 in Oak Ridge in Anderson County, 11-29 at the Senior Center in Maynardville in Union County, 12-4 in Loudon County at the Loudon County Courthouse Annex and lastly 12-6 in Blount County at the Blount County Public Library in Maryville. Public meetings will immediately follow each of these meetings. Ms. Zavisca noted formal invitations with complete information will be sent out soon.

## 11. Other Business

Regional Community Planners for TDOT. Jeff Welch (TPO) noted that TDOT is hiring 2 community planners for each region. Ralph Comer (Bureau of Environment and Planning, TDOT) noted that TDOT is creating an Office of Community Transportation. TDOT has recognized a void between land use planning and transportation planning. TDOT's Long Range Planning Division is currently reviewing applications. Their intent is for persons with planning degrees to be embedded in their regional offices to work closely with TDOT, local governments and MPOs and TPOs to address that void.

**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/](http://www.tdot.state.tn.us/sr71/).

### **Attachment #8 - Notice Of Public Hearing And Notice Of Availability Of The Approved Environmental Document**

Freight Advisory Committee meeting: November 16<sup>th</sup> from 10:00 a.m. to 11:00 a.m.

Location: Conference Room of CDM Smith Offices, 1100 Marion Street, Suite 200, Knoxville, TN 37921.

Executive Board Meeting Wednesday, November 28, at 9 a.m. in the Small Assembly Room of the City County Building

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

## 12. Public comment

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

## 13. Adjournment There was no other business and the meeting was adjourned.