

TPO Technical Committee Minutes
July 9, 2013
9:00 a.m.
Small Assembly Room
City/County Building
Knoxville, Tennessee

The Knoxville Regional Transportation Planning Organization (TPO) Technical Committee met on July 9, 2013 at 9 a.m. in the Small Assembly Room of the City/County Building in Knoxville. Chair Cindy Pionke presided and called the meeting to order. It was determined that there was a quorum.

*Perrin Anderson	Sevier County, <i>for Greg Patterson</i>
*Kathryn Baldwin	City of Oak Ridge
*Terry Bobrowski	ETDD
*Brian Boone	City of Maryville
*Beth Collins	Lenoir City
*Mark Donaldson	MPC
*Karen Estes	CAC
*Jim Hagerman	City of Knoxville
*John Lamb	Blount County
*Ted Newsom	Knoxville Commuter Pool
*Mike Patterson	ETHRA, <i>for Gary Holliway</i>
*Pat Phillips	Loudon County
*Cindy Pionke	Knox County, <i>for Dwight Van de Vate</i>
*Jack Qualls	Tennessee Department of Transportation (TDOT)
*Melissa Roberson	Knoxville Area Transit (KAT)
*Andrew Sonner	City of Alcoa
TPO Staff	
Partner Agency Staff	
Members of the Public	
*voting members	

1. Approval of June 11, 2013 Minutes

Item Summary: Approval of June 11, 2013 TPO Technical Committee Minutes.

Attachment #1 – June 11, 2013 Minutes

Action: A Motion was made by Perrin Anderson and seconded by Pat Phillips to approve the June 11, 2013 Minutes. The Motion carried unanimously.

2. Recommended Approval of Draft Human Services Transportation Coordination Plan (HSTCP)

Item Summary: The HSTCP serves several purposes with the most important being that it is required in order for the TPO to obligate FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities, Section 5316 Job Access & Reverse Commute, and Section 5317 New Freedom funds. Projects selected to be funded must be in-keeping with the needs identified in the HSTCP. The first HSTCP was adopted by the TPO Executive Board in 2007. FTA requires the plan to be updated periodically. The updated plan includes new 2010 Census data and incorporates MAP-21 language to make it compliant with FTA regulations. The community needs was modified slightly in places to include the results of several recent community outreach efforts. Staff recommends approval.

Attachment #2 – Draft Human Services Transportation Coordination Plan

Discussion: Doug Burton noted portions of the Draft Plan that were updated included the Introduction which describes the current situation in the region, entering the 2010 US Census data in addition to adding as much MAP-21 language as we have to date. He noted the Needs and Strategies portions basically remained the same.

Action: A Motion was made by Ted Newsom and seconded by Jim Hagerman to approve the Human Services Transportation Coordination Plan. The Motion carried unanimously.

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

Item Summary: The TPO received several applications for the following FTA funding programs designated to the Knoxville urbanized area: Job Access Reverse Commute, New Freedom, and Enhanced Mobility of Seniors and Individuals with Disabilities. Upon review of the applications and available funding, recommendations to the Technical Committee are attached.

Attachment #3 - Overview of Transit Funding and Project Selection

Attachment #3A - Funding Recommendation for Job Access Reverse Commute Program (Sec. 5316)

Attachment #3B - Funding Recommendation for New Freedom Program (Sec. 5317)

Attachment #3C - Funding Recommendation for Enhanced Mobility of Seniors and Individuals with Disabilities (FY2013 Sec. 5310)

Attachment #3D - Funding Recommendation for Enhanced Mobility of Seniors and Individuals with Disabilities (FY2014 Sec. 5310)

Discussion: Doug Burton reviewed the attached proposed Amendments to the Transportation Improvement Program. Referencing the Summary page Mr. Burton stated that staff received 18 applications. He reviewed the applications selected in detail for FY 2012 Section 5316 Job Access and Reverse Commute, FY 2012 Section 5317 New Freedom and FY 2013 and FY 2014 Section 5310 Elderly and Disabled funding. Mr. Burton further noted applications showing zero dollars awarded were not selected for funding at this time. He also noted that each Funding Recommendation will go before the Executive Board as a TIP Amendment.

Action: A Motion was made by Ted Newsom and seconded Perrin Anderson to approve the Amendments to the 2011-2014 Transportation Improvement Program. The Motion carried unanimously.

4. Update on FTA Section 5307 Project Application Process and Other Public Transportation Initiatives

Item Summary: There will be a brief update on the Section 5307 grant program and research projects being funded in part or whole by PlanET.

Discussion: Doug Burton noted that the Committee had recommended approval of a TIP Amendment to the Executive Board for ETHRA to receive \$176,500 of Section 5307 funds to ensure they could continue to provide their general transit services without interruption for the next 6 months. The Board did approve the TIP Amendment. He noted that in a parallel process through the City, the Amendment went before the Knoxville Transportation Authority on June 27th where it was also passed with their recommendation to approve. Mr. Burton noted it was on the Agenda for the City Council meeting tonight for final approval under the City's process. He stated that ETHRA is working diligently to become a Direct Recipient, enabling them to then actually accept the funds. Mr. Burton further noted the TPO is actively working with the City to assist them in the application process to allocate the remaining Section 5307 funds. He then noted that also as recommended by the Technical Committee, the Board approved moving forward with seeking appointment of the TPO (MPC) as the Designated Recipient for Section 5310 funds for the Knoxville Urban Area and staff is working with TDOT to move forward on that initiative. He further noted that as part of the PlanET process, the UT Transportation Center will update an earlier white paper that addressed the role of an RTA in East Tennessee.

Mr. Burton then stated that the PlanET Equity Team has been conducting regional focus groups in both urban and rural areas to look at elderly, low income and minority issues and early indications are that transportation is clearly being identified as a major need in the community, a trend clearly indicated as a top priority throughout the PlanET process. Karen Estes stated that on June 1st, the CAC received a grant through the US Administration for Community Living to gather information on the barriers to transportation in Knox County for residents who are older and/or have disabilities that inhibit their mobility. She noted they are also partnering with PlanET to utilize capacity building funds to collect this information in Anderson, Blount, and Loudon and Union counties. She noted that the CAC is also partnering with the UT Dept. of Engineering who will compile the data collected and that report will be brought back to the Committee and PlanET. She stated this is a fast acting grant ending on November 30th. A Handout for the project was distributed.

5. Review of Draft TPO Technical Committee and Executive Board Bylaws

Item Summary: With the expansion of the urbanized area and metropolitan planning area the TPO Technical Committee and Executive Board Bylaws needed to be updated. Staff has prepared a draft set of Bylaws for both the Technical Committee and the Board. Current Bylaws for each group require submittal of amendments to the Bylaws in writing at the previous regular meeting prior to voting.

Attachment #4A – Draft TPO Technical Committee Bylaws

Attachment #4B – Draft TPO Executive Board Bylaws

Discussion: Alan Huff noted that the Bylaws are being updated subsequent to the expansion of the Urbanized Areas and planning boundaries based on the 2010 Census. He noted this was the first reading of the Draft Bylaws. Highlighting changes in the Draft Technical Committee Bylaws, Mr. Huff noted the addition Clinton and Loudon as new “staff members”. It was clarified that the *Ten* staff members needed to be changed to *Twelve*. He also noted the added language for MAP-21. Regarding the Board Bylaws, he highlighted the addition of Anderson County and the cities of Clinton and Loudon to the membership as well as the addition of MAP-21 language. Mr. Huff also noted per the request of Board members, language was added to allow a Board member to vote on behalf of another Board member via a proxy letter, yielding 2 votes. It was clarified that any member of the Board in possession of a proxy letter from another member would make an announcement to that effect at the beginning of the Board meeting. It was further clarified that a proxy letter would also qualify in establishing a quorum. He then noted that there are communities, such as Oliver Springs, that are now part of our Urban Area but they do not meet the 5000 population threshold to hold a voting seat on the Technical Committee or Executive Board. Mr. Welch also noted staff will be reaching out to the new member jurisdictions.

Other Business

- Commissioner Schroer will be attending the July 17th meetings of the North and South RPO's.
- Executive Board Meeting Wednesday, July 24, at 9 a.m. in the Small Assembly Room of the City County Building.
- Technical Committee Meeting Tuesday, August 13, at 9 a.m. in the Small Assembly Room of the City County Building.

7. Public comment

Members of the public may address the Technical Committee with a five-minute time limitation for each person. There were no comments from the public.

8. Adjournment: There was no further business.

Action: A Motion was made by Kathryn Baldwin and seconded by Beth Collins to adjourn. The Motion carried unanimously and the meeting was adjourned.