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**TPO Executive Board**  
**July 24, 2013**  
**9 a.m.**  
**Small Assembly Room**  
**City/County Building**  
**Knoxville, Tennessee**

**AGENDA**

**Determination of Quorum**

**1. Approval of June 26, 2013 Minutes**

Action       Possible Action       Discussion

**Presenter: Mayor Madeline Rogero, Vice Chair**

**Item Summary:** Approval of June 26, 2013 TPO Executive Board Minutes.

**Attachment #1 – June 26, 2013 Minutes**

**2. Motion to Approve a Resolution to Adopt the Human Services Transportation Coordination Plan (HSTCP)**

Action       Possible Action       Discussion

**Presenter: TPO Staff**

**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. Technical Committee recommends approval.

**Attachment #2A - Resolution**

**Attachment #2B - Human Services Transportation Coordination Plan**

**3. Motion to Approve Two Resolutions to Amend the 2011-2014 Transportation Improvement Program (TIP) for Various Transit Services.**

**Improvement Program (TIP)**

Action       Possible Action       Discussion

**Presenter: TPO Staff**

**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 Executive Board are attached. Technical Committee recommends approval of Resolution #3B and #3C.

### **Attachment #3A - Overview of Transit Funding and Project Selection**

#### **Attachment #3B - Resolution Amending the TIP**

**Attachment #3B1 - Amendment 2011-206 (Section 5310 – Elderly and Disabled Program)** - Amend project description to read, "Funding intended to enhance mobility for seniors and persons with disabilities such as public transit projects that meet the special needs of seniors and individuals with disabilities when public transportation is not capable. Funding may be used for capital projects at an 80% federal and 20% local match, for operating assistance at a 50% federal and 50% local match, and/or administration at 100% federal funding." Change the FY 2013 programmed federal amount from \$175,000 to the federal apportioned amount of \$444,386 and the FY 2014 federal amount of \$175,000 to \$444,386. Change state and local programmed match for FY 2013 and 2014 from 20% at \$17,500 to 50% at \$222,193 to cover both capital and/or operating costs.

#### **Attachment #3C – Resolution Amending the TIP**

**Attachment #3C1 - Amendment 2011-202 (Knoxville / Knox County CAC Section 5310 Funds)** - Amend the project by deleting funding amounts FY 2013 and FY 2014. Add FY 2013 federal funds from project 2011-206 (Section 5310 - Elderly and Disabled Program) in the amount of \$96,000 for capital purchase of para-transit vehicles for modified demand response transportation. Add FY 2014 federal funds from project 2011-206 (Section 5310 - Elderly and Disabled Program) in the amount of \$96,000 for capital purchase of para-transit vehicles for modified demand response transportation.

**Attachment #3C2 - Amendment 2011-203 (Section 5317 New Freedom)** - Amend the project by transferring FY 2012 federal funding to project 2011-237 (Knox County CAC -Volunteer Assisted Transportation) in the amount of \$140,616 for FY 2014 operating costs to continue and expand the VAT service. Transfer FY 2012 federal funding to project 2011-238 (Blount County - Community Action Committee) in the amount of \$20,000 for FY 2013 operating costs to provide new volunteer assisted transportation service for elderly essential trips. Delete the remaining FY 2013 and FY 2014 funds from the project as Section 5317 was merged with Section 5310 with the release of MAP-21.

**Attachment #3C3 – Amendment 2011-205 (Section 5316 – Job Access and Reverse Commute)** - Amend the project by transferring FY 2012 Section 5316 federal funds to project 2011-239 (Knox County CAC - Demand Response Transportation Service) in the amount of \$205,181 for FY 2013 operating costs to continue the demand response transportation service. Transfer FY 2012 Section 5316 federal funds to project 2011-240 (ETHRA - Demand Response Transportation Service) in the amount of \$58,528 for FY 2013 operating costs to continue the demand response service and support the JARC Manager position. Delete FY 2013 and FY 2014 Section 5316 funds from project since funding source was eliminated under MAP-21.

#### **Attachment #3C4 - Amendment 2011-206 (Section 5310 – Elderly and Disabled Program) –**

- Amend project by transferring FY 2013 federal funds to project 2011-202 (Knoxville / Knox County CAC - 5310 Funds) in the amount of \$96,000 for FY 2014 capital purchase of paratransit vehicles for modified demand response transportation.
- Transfer FY 2014 federal funds to project 2011-202 (Knoxville / Knox County CAC - 5310 Funds) in the amount of \$96,000 for FY 2014 capital purchase of paratransit vehicles for modified demand response transportation.
- Transfer FY 2013 federal funds to project 2011-237 (Knoxville / Knox County CAC - Volunteer Assisted Transportation) in the amount of \$128,794 for FY 2014 operating expenses to continue and expand the volunteer assisted transportation service.

- Transfer FY 2014 federal funds to project 2011-237 (Knoxville / Knox County CAC - Volunteer Assisted Transportation) in the amount of \$17,206 for FY 2014 operating expenses to continue and expand the volunteer assisted transportation service.
- Transfer FY 2013 federal funds to project 2011-241 (Cerebral Palsy Center) in the amount of \$84,000 for FY 2013 capital expenses to purchase three low-floor mini-vans for service to persons with significant disabilities.
- Transfer FY 2014 federal funds to project 2011-241 (Cerebral Palsy Center) in the amount of \$56,000 for FY 2014 capital expenses to purchase two low-floor mini-vans for service to persons with significant disabilities.
- Transfer FY 2013 federal funds to project 2011-240 (ETHRA - Demand Response Transportation Service) in the amount of \$20,678 for FY 2013 capital expenses to continue the demand response transportation service and support managerial positions.
- Transfer FY 2014 federal funds to project 2011-240 (ETHRA - Demand Response Transportation Service) in the amount of \$21,713 for FY 2014 capital expenses to continue the demand response transportation service and support managerial positions.
- Transfer FY 2013 federal funds to project 2011-240 (ETHRA - Demand Response Transportation Service) in the amount of \$99,914 for FY 2013 operating expenses to continue the demand response transportation service and support managerial positions.
- Transfer FY 2014 federal funds to project 2011-240 (ETHRA - Demand Response Transportation Service) in the amount of \$108,041 for FY 2014 operating expenses to continue the demand response transportation service and support managerial positions.

**Attachment #3C5 – Amendment 2011-237 (Knoxville / Knox County CAC – Volunteer Assisted Transportation)** – Amend the project by adding it to the TIP. Add federal funds from project 2011-203 (Section 5317 - New Freedom) for FY 2014 operating costs in the amount of \$140,616 and federal funds from project 2011-206 (Section 5310 - Elderly and Disabled Program) for FY 2014 operating costs in the amount of \$128,794 to continue and expand the Volunteer Assisted Transportation service. The total project cost is \$538,820.

**Attachment #3C6 – Amendment 2011-238 (Blount County Community Action Committee)** - Amend the project by adding it to the TIP. Add federal funds from project 2011-203 (Section 5317 - New Freedom) for FY 2013 operating costs in the amount of \$20,000 for new volunteer assisted transportation service for elderly and disabled essential trips. The total project cost is \$40,000.

**Attachment #3C7 – Amendment 2011-239 (Knoxville / Knox County CAC – Demand Response Transportation Service)** - Amend the project by adding it to the TIP. Add FY 2013 federal funds from project 2011-205 (Section 5316 - Job Access Reverse Commute) for operating costs in the amount of \$205,181 to continue the demand response transportation service. The total project cost is \$410,362.

**Attachment #3C8 – Amendment 2011-240 (ETHRA – Demand Response Transportation Service)** - Amend the project by adding it to the TIP. Add FY 2013 federal funds from project 2011-205 (Section 5316 - Job Access Reverse Commute) for operating costs in the amount of \$58,528. The total project cost is \$117,056.

**Attachment #3C9 – Amendment 2011-241 (Cerebral Palsy Center)** - Amend the project by adding it to the TIP. Add federal funds from project 2011-206 (Section 5310 - Elderly and Disabled Program) in the amount of \$84,000 for FY 2013 capital costs to purchase 3 low-floor mini-vans. Add federal funds from project 2011-206 (Section 5310 - Elderly and Disabled Program) in the amount of \$56,000 for FY 2014 to purchase 2 low-floor mini-vans. The total project cost is \$168,000.

**Attachment #3C10 – Amendment 2011-242 (ETHRA - Demand Response and Mobility Manager)** - Amend the project by adding it to the TIP. Add FY 2013 federal funds from project 2011-206 (Section 5310 - Elderly and Disabled Program) for capital costs in the amount of \$20,678 to 2013 of this project and FY 2014 for capital costs in the amount of \$21,713 to 2014 of this project. Add FY 2013 federal funds from project

2011-206 (Section 5310 - Elderly and Disabled Program) for operation costs in the amount of \$99,914 to 2014 of this project and FY 2014 federal funds from project 2011-206 for operation costs in the amount of \$108,041 to 2014 of this project. The total project cost is \$466,780.

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

Action       Possible Action       Discussion

**Presenter: TPO Staff and Others**

**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.

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

Action       Possible Action       Discussion

**Presenter: TPO Staff**

**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**

**6. Other Business**

- Technical Committee Meeting Tuesday, August 13, at 9 a.m. in the Small Assembly Room of the City County Building.
- Executive Board Meeting Wednesday, August 28, at 9 a.m. in the Small Assembly Room of the City County Building.

**7. Public comment**

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

**8. Adjournment**