

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

The Knoxville Regional Transportation Planning Organization (TPO) Executive Board met on July 24, 2013 at 9:00 a.m. in the Small Assembly Room of the City/County Building, Knoxville, Tennessee. Vice Chair Mayor Madeline Rogero chaired the meeting and called it to order. It was determined there was a quorum.

*Perrin Anderson	Sevier County, <i>for Mayor Larry Waters</i>
*Chris Hamby	City of Alcoa, <i>for Mayor Don Mull</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	TDOT, Region 1
*Madeline Rogero	Mayor, City of Knoxville
*Eddie Simpson	Loudon County, <i>for Mayor Estelle Herron</i>
*Ed Shouse	East Tennessee Development District (ETDD)
*Tom Taylor	Mayor, City of Maryville
TPO Staff	
Partner Agency Staff	
Members of the Public	
* <b>voting members</b>	

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

**A Motion was made by Tom Taylor and seconded by Ed Shouse to approve the June 26, 2013 Minutes. The Motion carried unanimously.**

**2. Motion to Approve a Resolution to Adopt the 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. Technical Committee recommends approval.

**Discussion:** Doug Burton noted we will be completing another update of the Plan, most likely next year, as final MAP-21 requirements are released in addition to incorporating transportation related initiatives that emerge out of PlanET.

**A Motion was made by Cindy Pionke and seconded by Perrin Anderson to Approve a Resolution to Adopt the Human Services Transportation Coordination Plan. The Motion carried unanimously.**

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

**Discussion:** Doug Burton reviewed the funding categories and outlined the process taken to select the applications submitted. He noted that under MAP-21, the larger urban areas are now tasked with the allocation of Section 5310 funds, previously allocated at the state level. Mr. Burton briefly reviewed each of the applications/projects selected for funding (as identified on *Attachment #3A*). He also noted applications with zero dollar amounts were not selected for funding at this time.

Clarifying why several projects submitted by ETHRA and CAC were not funded, Mr. Burton stated those ETHRA programs were funded under a different pot of money and also noted staff did not feel it was necessary to fund CAC beyond the next 2 years at this time. Mr. Burton noted that to date, TDOT has always provided half the local match to transit projects. He further noted that TDOT has been waiting to see that FTA has signed off on these projects before they release their contracts for their match.

**A Motion was made by Brenda Palmer and seconded by Cindy Pionke to Approve a Resolution to Amend the 2011-2014 Transportation Improvement Program Budgeting Increased Funding Intended to Enhance Mobility for Seniors and Persons with Disabilities. The Motion carried unanimously.**

**A Motion was made by Brenda Palmer and seconded by Cindy Pionke to Approve a Resolution to Amend the 2011-2014 Transportation Improvement Program Allocating Funds Intended to Enhance Mobility for Seniors and Persons with Disabilities. 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 reviewed the process finalizing the recent allocation to ETHRA of \$176,500.00. As part of that process, ETHRA has indicated they are on track to become a direct recipient and will have everything submitted to FTA by mid-August. Mike Patterson noted there has been no disruption in services. Mr. Burton also noted that the TPO had been asked by the City to assist them in awarding the remaining FY 2013 Section 5307 funds. He stated staff has been working with the City to develop an application and process. He indicated they are on a tight timeline but are working to award these funds as quickly as possible. Mr. Burton further noted that through an opportunity within the PlanET process the UT Transportation Research Center will be updating an earlier white paper exploring the feasibility of a Regional Transportation Authority (RTA). He stated that exploration of an RTA is also part of TPO's updated Work Program. Mr. Burton then shared details from a Handout that outlined the grant awarded to CAC enabling them to reach out to seniors, minorities and those with disabilities to identify barriers to accessing transportation. Their original grant was for Knox County only but they have been awarded additional funds by PlanET to extend this project into Anderson, Blount, Loudon and Union Counties. This is an aggressive project slated for completion by November 30<sup>th</sup>.

**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.

**Discussion:** Alan Huff noted subsequent to the updating of the Metropolitan Planning Area as a result of the expansion of the Urbanized Area, staff needed to update the Technical Committee and Executive Board Bylaws. Both the Committee and Board Bylaws now contain language pursuant to MAP-21 and reflect the communities now included in our MPA. He also highlighted language in the Board Bylaws that allows a member to vote for another member when in possession of a written proxy letter. That proxy letter would also count towards a quorum. He noted these Bylaws were brought before the Technical Committee earlier this month, and that they will be brought back to the Committee and Board next month for Action. Jeff Welch stated that any jurisdiction within the new MPA with a population of 5000 is invited to sit on the Committee and Board.

**6. Other Business**

- Ellen Zavisca gave the Board an update on community meetings held last night which reflect a planning process that is part of a larger effort to eventually link up Knoxville to Townsend via a bicycle-pedestrian greenway. She reviewed multiple pieces of this effort that are ongoing or will be ideally funded in the future. She noted this was the second round of public meetings and shared the preliminary master plan presented last night at the meetings. The current work is being done in conjunction with the Regional Greenway Council and outside consultants. She noted the response has been very positive. She also noted they have made it a point to use existing public right of ways and that any private property incorporated would be done by voluntary acquisitions or easements. Ms. Zavisca briefly reviewed the preliminary plan and invited Board members to complete comment forms. She noted she will continue outreach efforts to solicit additional feedback and support. She stated they hope to have a final plan to present for Adoption in September or October.
- 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. There were no comments from the public.

**8. Adjournment**

There was no other business and the meeting was adjourned.