

**TPO Executive Board Minutes
June 26, 2013
9 a.m.
Small Assembly Room
City/County Building
Knoxville, Tennessee**

The Knoxville Regional Transportation Planning Organization (TPO) Executive Board met on June 26, 2013 at 9:00 a.m. in the Small Assembly Room of the City/County Building, Knoxville, Tennessee. Mayor Ralph McGill 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>
*Amy Broyles	Knox County Commission, <i>for Tony Norman</i>
*John Lamb	Blount County, <i>for Mayor Ed Mitchell</i>
*Dale Hurst	Lenoir City, <i>for Mayor Tony Aikens</i>
*Ralph McGill	Mayor, Town of Farragut
*Don Mull	Mayor, City of Alcoa
*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
*Mark Watson	City of Oak Ridge, <i>for Mayor Tom Beehan</i>
TPO Staff	
Partner Agency Staff	
Members of the Public	
* voting members	

1. Approval of April 24, 2013 Minutes

Item Summary: Approval of April 24, 2013 TPO Executive Board Minutes.

Attachment #1 - April 24, 2013 Minutes

Action: A Motion was made by Eddie Simpson and seconded by Mayor Mull to approve the April 24, 2013 Minutes. The Motion carried unanimously.

2. Issues Identified and Action Steps From the Executive Board Transit Funding Workshop

Item Summary: The Executive Board workshop was held on May 15, 2013 to discuss the expanded urbanized area and the impact that expansion has had on transit funding. A summary of the meeting notes is attached.

Attachment #2 - Overview of Executive Board Transit Funding Workshop

Discussion: Doug Burton reviewed the information presented at the May 15th Executive Board Workshop on transit funding. The complete power point presentation can be found at:

http://www.knoxtrans.org/meetings/agendas/exec/jun13/jun26_presentation.pdf. He briefly summarized events that led to these funding changes including the new federal legislation, MAP-21, effective October 1, 2012, and the changes to our Urbanized Area based on the 2010 Us Census.

Mr. Burton briefly reviewed how these funds flow into the area and touched on each of the four FTA Urban Funding Programs, further noting the current designated recipient (administrator) for each of the programs and what agency(ies) have received the funds. He also noted that looking at all of the available pots of money, it appears that overall our area is receiving less FTA funding. Mr. Burton reviewed Immediate Action Items identified at the Workshop and noted that the Board sent a clear message that they wanted to look at ways to fund ETHRA and CAC, and do it in a manner such that services would not be stopped. Jeff Welch noted the City of Knoxville continues to be the designated recipient for Section 5307 funds and that TPO staff will assist the City through this process. He noted the Technical Committee has recommended that the TPO (MPC) be appointed as the designated recipient for the relatively new Section 5310 funds. He noted the TPO and their local partners decided it was better business practice for our major transit providers to become direct recipients (as opposed to a subcontractor relationship), a model that would make them directly accountable to the FTA.

Mr. Burton then touched on Long Term Action Items identified including exploring the need for a Regional Transportation Authority (RTA), an activity identified in our upcoming updated Work Program. He further noted that we all need to continue to work together with regards to addressing our transit needs. Mr. Burton explained that the City of Knoxville (designated recipient for Section 5307 funds) is going forward with allocating \$176,500.00 of Section 5307 funds to ETHRA using the existing KTA process to ensure there is no disruption in services. Mr. Burton stated this would give ETHRA approximately 6 months of funds to provide continuation of 5311-funded trips in the urbanized area. This is contingent on ETHRA becoming a direct recipient. Mr. Burton noted that CAC felt they could operate without disruption in services as long as the timelines for applying for funds continued to move forward at a reasonable rate. Mike Patterson stated ETHRA was about 85% through the process of becoming a direct recipient. It was unanimously agreed that all partners have worked diligently together to address the transit issues and ensure much needed services will continue for the immediate future. Mr. Burton also noted that everyone remained committed to developing long term solutions, given that overall there is less transit funding coming to our area, we may need to be making some difficult decisions in the near future. Mr. Burton noted that as part of the PlanET process, the UT Transportation Center will update a 10 year old white paper that addressed the role of an RTA in East Tennessee. Mayor Rogero stated that the City while working with the TPO staff is committed to an open process in the selection of projects to be funded with FTA 5307 funds.

3. Motion to Approve a Resolution to Amend the 2011-2014 Transportation Improvement Program (TIP)

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

Attachment #3 – Resolution

Attachment #3a - Amendment 2011-059 (Knox/Blount Greenway - Phase I) – Amend the project by adding FY 2013 TAP funding for CON in the amount of \$600,000 total (\$500,000 federal and \$100,000 local). Amend the total project cost from \$1,530,120 to \$2,130,120. The project is for construction of approximately 9,500 linear feet of off-road-trail (greenway) from the south side of Buck Karns Bridge to a parcel on Alcoa Hwy.

Attachment #3b - Amendment 2011-089 (Lenoir City CBD Pedestrian Improvements) – Amend the project into the FY 2011-2014 Transportation Improvement Program by adding FY 2013 TAP funds for PE-D/ROW/CON in the amount of \$200,000 total (\$160,000 federal and \$40,000 local). The project is for pedestrian and intersection improvements including utility, pedestrian signalization, sidewalk improvements and landscaping, and pedestrian lighting.

Attachment #3c – Amendment 2011-200 (KAT Section 5307 Transit Funds) – Amend the project allocating \$176,500 from FY 2013 Section 5307 funds to project number 2011-236 (ETHRA Operating Assistance) for operating assistance to ETHRA to provide continuation of 5311-funded trips in the urbanized area for a total project cost of \$353,000 (\$176,500 federal, \$88,251 state, and \$88,250 local). Reduce FY 2013 Section 5307 federal share from \$2,639,358 to \$2,462,858, state share from \$329,920 to \$241,669 and the local share from \$329,920 to \$241,670.

Attachment #3d – Amendment 2011-236 (ETHRA Operating Assistance) – Amend the project by adding it into the FY 2011-2014 Transportation Improvement Program by moving FY 2013 Section 5307 funds from project number 2011-200 (KAT Section 5307 Transit Funds) in the amount of \$176,500 for operating assistance to ETHRA to provide continuation of 5311-funded trips in the urbanized area. The total project cost is \$353,000 (\$176,500 federal, \$88,251 state, and \$88,250 local).

Discussion: There was no discussion.

Action: A Motion was made by Mayor Mull and seconded by Mayor Rogero to Approve a Resolution to Amend the 2011-2014 Transportation Improvement Program (TIP). The Motion carried unanimously.

4. Motion to Approve a Resolution Naming the Knoxville Regional TPO (MPC) as the Designated Recipient for Federal Transit Administration Section 5310 Funds for Our Urbanized Area.

Item Summary: The new federal transportation act – Moving Ahead for Progress in the 21st Century (MAP-21) changed several Federal Transit Administration (FTA) grant programs. One program that the TPO (doing business as the Knoxville Knox County Metropolitan Planning Commission (MPC)) administers, Section 5317 – New Freedom was merged with the Section 5310 - Enhanced Mobility for Seniors & People with Disabilities grant program. Prior to MAP-21, TDOT administered the Section 5310 program statewide. Under MAP-21, large urban areas, like Knoxville, receive a direct allocation of FTA Section 5310 funding to be administered locally. The Executive Board must make a recommendation to the Governor of Tennessee who is responsible for selecting the Designated Recipient of the funds. The Designated Recipient is charged with administering the FTA grant, which includes overseeing an open and transparent project selection process and being sure projects funded meet the FTA regulations. It has been recommended that the TPO (MPC) be the Designated Recipient of the Section 5310 funds. The TPO (MPC) has experience as it has administered, since 2007, the Section 5316 Job Access & Reverse Commute and Section 5317 New Freedom programs, which have very similar requirements with the new Section 5310 program. The Executive Board will approve all projects selected. The Technical Committee recommends approval.

Attachment #4 - Resolution

Attachment #4a - Letter From CAC

Discussion: There was no discussion.

Action: A Motion was made by Mark Watson and seconded by Mayor Rogero to Approve a Resolution Naming the Knoxville Regional TPO (MPC) as the Designated Recipient for Federal Transit Administration Section 5310 Funds for Our Urbanized Area.

5. Motion to Endorse Planning Study for the City of Knoxville

Item Summary: This planning study is being done in cooperation with the City of Knoxville and TPO. The City is preparing to move forward with a consultant to undertake a Bicycle Facilities Plan and a Downtown Circulation Study. Staff is seeking endorsement from the Executive Board for 80% of the project costs, with 20% of the funds coming from the City. The Technical Committee recommends approval.

Attachment #5 - Funding of Planning Study for the City of Knoxville

Discussion: Jeff Welch stated that this project is the first phase of developing a regional bicycle facilities plan. He clarified that this involves approximately \$100,000.00 (80%) of TPO planning funds and \$25,000.00 (20%) of City of Knoxville funds. The City of Knoxville approved the local funds last night.

Action: A Motion was made by Dale Hurst and seconded by Mayor Mull to Endorse the Planning Study for the City of Knoxville. The Motion carried unanimously.

6. Review of Draft 2014-2017 Transportation Improvement Program (TIP)

Item Summary: The draft of the 2014-2017 TIP has been submitted to TDOT for review. Staff has asked the TPO Technical Committee to review the attached summary sheets for accuracy and to provide any comments by June 28th. A link to the Draft can be found here: http://www.knoxtrans.org/plans/tip/DRAFT_fy14_17_tip.pdf

Attachment #6 - Summary of the 2014-2017 TIP

Discussion: Jeff Welch noted every two years the TPO and their partners develop the plan that identifies the types of transportation improvement projects that will be implemented in our urbanized area over the next 3 to 4 years. This Draft TIP is currently under review by the state and the Federal Highway Administration to ensure it meets all state and federal requirements. *Attachment #6* is a list of projects that is being reviewed by our state and federal partners for consideration for adoption later this summer. Once the new TIP is approved those projects will be eligible to receive state and federal funding in the next FY which begins October 1, 2013. He noted at that point the projects can begin to move to the implementation stage. Mr. Welch then noted the program is fiscally restrained. He stated we currently have a balance of approximately 44 million dollars and over the course of the next 4 years plan to spend the balance down to 14 million dollars. He briefly touched on the many types of projects included in the Draft.

7. Review of Draft 2014 - 2015 TPO Work Program

Item Summary: Staff has prepared a draft transportation planning work program for the next two fiscal years. This work program is currently under review by TDOT. Staff would appreciate any comments or suggestions to the work program by June 28th.

Attachment #7 - Draft 2014 - 2015 Transportation Planning Work Program

Discussion: Jeff Welch noted that every other year the TPO Executive Board needs to approve a Work Program that outlines the types of activities that the TPO and its partners will be working on over the next 2 years. Mr. Welch then touched on some focus points of the Program, specifically noting initiatives based on the new MAP-21 federal legislation, maintenance of transportation systems, sustainability, livability, freight and climate change. He further noted there may be some changes to the Draft based on the final PlanET transportation related initiatives. Mr. Welch noted staff would like to see the recently created ITS Architecture Committee transition into a Knoxville TPO Operations and Management Committee. Further, he noted the TPO will be looking into additional bike and greenway corridor studies. He stated that the Draft Work Program will come back to the Board for approval in August and then be forwarded onto TDOT and The Federal Highway Administration

8. Other Business

- Smart Trips has been awarded the 2013 Governor's Environmental Stewardship Award for Excellence in Clean Air. Smart Trips staff traveled to Nashville to accept the award on June 25th. Kelley Segars shared regards from Governor Haslam. Ms. Segars recognized Smart Trips staff Alisa Ashouri and Sara Martin for their hard work. She noted Smart Trips registration continues to grow. She further noted they are always looking for additional financial support such as companies that would want to participate in the program, as well as grants. Jeff Welch also noted that under MAP-21, the entire program will no longer have complete 100% funding, and that staff are working hard to come up with the 20% match now required. The local match required is approximately \$40,000.00 per year.
- Mike Conger, referencing the Handout, noted there was a minor correction made to the final Long Range Mobility Plan adopted at the April meeting. As part of the National Environmental Policy Act (NEPA) process, the FHWA reviews each project to ensure the characteristics match what was in the Plan and in the TIP. They discovered an inconsistency on the project length of a project (James White Parkway Extension). He explained that the project length of 2.3 miles originally listed does not reflect the current proposals being studied as build alternatives for the project in the Environmental Impact Study. He noted FHWA asked staff to correct the project length to reflect 5.2 miles, the longest possible length of the three alternatives being identified.

The changes will be reflected in the final print documents and what is posted the website. Mr. Conger also noted staff received the approval letter from FHWA and FTA for the Air Quality Conformity Determination for the 2040 Long Range Mobility Plan on May 31st, meeting the June 1st deadline. He further noted that starts a new 4 year clock for the next Mobility Plan and Air Quality Conformity Determination requirement.

- PlanET Update: Jeff Welch stated we are in the last 7 months of a 3 year project. PlanET is well into the fourth round of Community Involvement, continuing to utilize small-group meetings and the online input tool, MetroQuest. To participate online please visit the following link: <http://planet.metroquest.com/> . The 7th round of Working Groups was held on June 20th and 21st. They are now working on developing strategies for the 5 emphasis areas, one of which is Transportation and Infrastructure. Mr. Welch noted PlanET has hired a Legacy Coordinator, Julie Graham, formerly the Executive Director of the Union County Chamber of Commerce. Ms. Graham will focus on developing partnerships with organizations and identifying champions to lead implementation of the final initiatives that emerge from PlanET beyond 2013.
- Technical Committee Meeting Tuesday, July 9, at 9 a.m. in the Small Assembly Room of the City County Building.
- Executive Board Meeting Wednesday, July 24, at 9 a.m. in the Small Assembly Room of the City County Building.

9. Public comment

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

10. Adjournment