

TPO Technical Committee Minutes
August 13, 2013
9:00 a.m.
Small Assembly Room
City/County Building
Knoxville, Tennessee

The Knoxville Regional Transportation Planning Organization (TPO) Technical Committee met on August 13, 2013 at 9 a.m. in the Small Assembly Room of the City/County Building in Knoxville. Vice Chair Kathryn Baldwin 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
*Don Brown	ETDD, <i>for Terry Bobrowski</i>
*Brian Boone	City of Maryville
*Mark Donaldson	MPC
*Karen Estes	CAC
*Jim Hagerman	City of Knoxville
*John Lamb	Blount County
*Ted Newsom	Knoxville Commuter Pool
*Pat Phillips	Loudon County
*Jack Qualls	Tennessee Department of Transportation (TDOT)
*Melissa Roberson	Knoxville Area Transit (KAT)
*Blake Sartin	Airport Authority
*Darryl Smith	Town of Farragut
*Andrew Sonner	City of Alcoa
TPO Staff	
Partner Agency Staff	
Members of the Public	
*voting members	

1. Approval of July 9, 2013 Minutes

Item Summary: Approval of July 9, 2013 TPO Technical Committee Minutes.

A Motion was made by John Lamb and seconded by Andrew Sonner to approve the July 9, 2013 Minutes. The Motion carried unanimously.

2. Recommend Approval of a Memorandum of Agreement Between the TPO and TDOT related to the Transportation Improvement Program.

Item Summary: This MOA outlines the definition and need for amendments/administrative adjustments to the statewide transportation improvement program and TPO transportation improvement program. Staff recommends approval.

Discussion: Bryan Berry reviewed the Memorandum before the Committee, touching on the criteria and procedures for both STIP/TIP Amendments and TIP Administrative Adjustments. He noted the greatest change in the proposed MOA is Amendments, or major changes, are now based on the *total* project cost where previously, any cost increase of 30% or more of any phase of a project required an Amendment. Mr. Berry subsequently noted that many projects going forward will now be considered and processed as Administrative Adjustments, decreasing the number of amendments that TDOT, TPO and FHWA will have to process.

Jeff Welch noted that staff will regularly report Administrative Adjustments that are made to the Technical Committee. Corbin Davis, FHWA, noted that this MOA provides a lot more flexibility for TDOT and MPOs statewide to manage their programs.

A Motion was made by Darryl Smith and seconded by Pat Phillips to Approve a Memorandum of Agreement between the TPO and TDOT related to the Transportation Improvement Program. The Motion carried unanimously.

- 3. Recommend 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. Staff recommends approval.

Discussion: Bryan Berry reviewed the proposed Amendments pursuant to the Smart Trips program. As requested Smart Trips staff will discuss the program in more detail at a future Committee meeting.

A Motion was made by Pat Phillips and seconded by John Lamb to approve the Amendments to the 2011-2014 Transportation Improvement Program (TIP). The Motion carried unanimously.

- 4. Recommend Approval of the FY 2014-2015 Transportation Planning Work Program**
Item Summary: TDOT, FHWA and FTA have approved the work program for consistencies with federal regulations. Staff recommends approval.

Discussion: Jeff Welch noted that the Draft Program has gone through a final review from TDOT and the FHWA to ensure it is in compliance with federal and state regulations. The Work Program will continue to be flexible in order to respond to any new regulations that come out of MAP-21. Mr. Welch briefly touched on the major activities it covers.

A Motion was made by Brian Boone and seconded by Jack Qualls to approve the FY 2014-2015 Transportation Planning Work Program. The Motion carried unanimously.

- 5. Recommend Approval of the 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. Amendments to the current Bylaws for each group were submitted in writing at the previous regular meetings. Staff recommends approval. A technical committee member has requested that the Committee consider using the same proxy language for the Technical Committee Bylaws as is in the proposed Executive Board Bylaws. The language is as follows: "Each Executive Board member shall have one vote, unless they have a proxy letter from another Board member – in this case, a Board member may have up to two votes."

Discussion: Jeff Welch noted the first reading of the Bylaws occurred at the last meeting and further noted there were no comments made at that time. He then briefly touched on the changes in both the Technical Committee and Executive Board Bylaws. Mr. Welch stated that after the last meeting, a Committee member requested that the Technical Committee Bylaws be changed to add language similar to language added to the Executive Board Bylaws which would allow for a Committee member to be a proxy for another Committee member, thereby allowing for the possibility 2 votes for that member.

A Motion was made by John Lamb and seconded by Pat Phillips to approve the Technical Committee Bylaws as presented (without the addition of the above-noted proxy language). The Motion carried unanimously.

A Motion was made by John Lamb and seconded by Pat Phillips to amend the newly approved Technical Committee Bylaws to add language to allow a Technical Committee member to be a proxy for another Committee member. The Motion carried unanimously.

A Motion was made by John Lamb and seconded by Kathryn Baldwin to recommend approval of the Executive Board Bylaws, as presented, to the Executive Board. The Motion carried unanimously.

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

Item Summary: The draft of the 2014-2017 TIP was submitted to TDOT for review on June 3rd. The TPO received comments back from TDOT on July 17th. The TIP was revised accordingly and resubmitted to TDOT on August 2nd for submittal to Federal Highway Administration and Federal Transit Administration. The attached TIP summary includes the written portion and table summary of proposed projects. Staff asks that Technical Committee members review the online version of the full TIP located here:

http://www.knoxtrans.org/plans/tip/DRAFT_fy14_17_tip.pdf

Discussion: Bryan Berry reviewed the timeline for the Draft program and briefly touched on the contents of the full version of the document as referenced in the Table of Contents. Mr. Berry invited Committee members to ask questions and/or submit comments. Jeff Welch noted staff was looking for the Committee and Executive Board to adopt the Program no later than October.

7. Transportation Alternatives Program Update

Item Summary: Staff will provide an update on the Transportation Alternatives Program (TAP).

Discussion: Ellen Zavisca briefly reviewed the TAP from the federal, state and TPO/MPO perspectives. Ms. Zavisca touched on the changes in funding with the new transportation legislation, MAP-21, as reflected on the handout. Overall, she noted there is less combined funding for bicycle/pedestrian programs. Also new under MAP-21, as opposed to all federal funding going to the state DOT's for distribution, roughly half of the funding will come directly to the major MPO's to distribute, with all funding being distributed through a competitive process. Ms. Zavisca stated that there appears to be a fair amount of discretion on the part of TDOT on how these funds are to be used and further stated that staff is working together with staff from 3 major MPOs in the state to obtain additional clarification from TDOT.

8. Other Business

- Executive Board Meeting Wednesday, August 28, at 9 a.m. in the Small Assembly Room of the City County Building.
- Technical Committee Meeting Tuesday, September 10, at 9 a.m. in the Small Assembly Room of the City County Building.
- Staff Changes: Alan Huff has left to return to New Jersey. Tarren Barrett has been hired as a Transportation Engineer.
- The 5 PlanET Working Groups (Round 8) are scheduled to meet next week as follows:

Monday, August 19th:

Transportation and Infrastructure	9:00 a.m. to 11:00 a.m.	Cansler YMCA
Economy and Workforce	Noon to 1:30 p.m.	Knoxville Chamber
Housing and Neighborhoods	2:30 p.m. to 4:30 p.m.	Cansler YMCA

Tuesday, August 20st:

Healthy Communities	9:00 a.m. to 11:00 a.m.	Cansler YMCA
Environment	1:00 p.m. to 3:00 p.m.	Cansler YMCA

- Additional Upcoming PlanET Events:
 - R ETCompetes! Speaker Series 2: Jeff Speck and Helen Foster, Naturally Occurring Retirement Centers – Thursday September 12th.
 - R November 8th - Health Equity Summit (PlanET co-sponsoring).
 - R November 8th and 9th - East TN Preservation Alliance (PlanET co-sponsoring).
 - R ETCompetes 2.0! A PlanET Capstone Event is being planned for November, Date TBD

For complete and up to date information please visit the PlanET website at: <http://www.planeasttn.org/>

- Camille Hazeur, Director, Departmental Office of Civil Rights, USDOT, will be the keynote speaker at an upcoming Title VI Symposium entitled “Economic Fairness Through Diversity and Inclusion”. The event is scheduled for September 19th from 8:30 a.m. to 2:30 p.m. at the Knoxville Convention Center. Staff will forward registration information by email as soon as it becomes available.

9. 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.

10. Adjournment

There was no further business so the meeting was adjourned.