

TPO Technical Committee Minutes
May 8, 2012
9:00 a.m.
Small Assembly Room
City/County Building
Knoxville, Tennessee

The Knoxville Regional Transportation Planning Organization (TPO) Technical Committee met on May 8, 2012 at 9:00 a.m. in the Small Assembly Room of the City County Building in Knoxville. Chair, Andrew Sonner presided and called the meeting to order.

*Kathryn Baldwin	Anderson County
*Brian Boone	City of Maryville
*Mark Donaldson	Knoxville-Knox County MPC
*John Hunter	City of Knoxville, <i>for Jim Hagerman</i>
*John Lamb	Blount County
*Angie Midgett	Tennessee Department of Transportation (TDOT)
*Barbara Monty	Knox County Community Action Committee (CAC)
*Ted Newsom	Knoxville Commuter Pool
*Stephanie Myers	Loudon County, <i>for Pat Phillips</i>
*Cindy Pionke	Knox County, <i>for Dwight Van de Vate</i>
*Cindy McGinnis	Knoxville Area Transit (KAT), <i>for Melissa Roberson</i>
*Blake Sartin	Metropolitan Knoxville Airport Authority
*Darryl Smith	Town of Farragut
*Andrew Sonner	City of Alcoa
Anne Wallace	City of Knoxville
Jeff Welch	Director, Transportation Planning Organization (TPO)
Nathan Benditz	Transportation Planning Organization Staff
Bryan Berry	Metropolitan Planning Commission Staff
Doug Burton	Transportation Planning Organization Staff
Terry Gilhula	Metropolitan Planning Commission Staff
Alan Huff	Transportation Planning Organization Staff
Ellen Zavisca	Transportation Planning Organization Staff

Determination of Quorum: It was determined that there was a quorum.

1. Approval of April 10, 2012 Minutes

Item Summary: Approval of April 10, 2012 TPO Technical Committee Minutes.

Attachment #1 - April 10, 2012 Minutes

Action: A Motion was made by John Lamb (Blount County) and seconded by Cindy Pionke (Knox County) to approve the April 10, 2012 Minutes. The Motion carried unanimously.

2. Recommended 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 and staff recommends approval.

- a. Amend TIP Project 2011-081 (Tazewell Pk and Emory Rd Intersection Improvements). Amend the project by adding FY2013 STP funds for CON in the amount of \$2,200,000 total (\$1,760,000 federal and \$440,000 state).

Attachment #2a - TIP Project 2011-081

- b. Add TIP Project 2011-085 (Knoxville Smartway ITS Expansion). Amend the project by adding FY2013 IM funds for CON in the amount of \$3,576,700 total (\$3,219,030 federal and \$357,670 state).

Attachment #2b - TIP Project 2011-085

- c. Add TIP Project 2011-086 (Knoxville Smartway ITS Communications Upgrade). Amend the project by adding FY2013 IM funds for CON in the amount of \$1,500,000 total (\$1,350,000 federal and \$150,000 state).

Attachment #2c - TIP Project 2011-086

Discussion: Bryan Berry (TPO) reviewed the details of each Amendment. There was no further discussion.

Action: A Motion was made by Cindy Pionke (Knox County) and seconded by Daryl Smith (Town of Farragut) to approve the Amendments to the TIP. The Motion carried unanimously.

3. Consider an Amendment to the Bylaws of the Technical Committee and Executive Board to Add a Voting Member From the City of Oak Ridge

Item Summary: Metropolitan Planning Area (MPA) expansion to include the City of Oak Ridge was approved by the Executive Board and concurred with by the Governor. The process of expanding the MPA takes several months, in the meantime, the U.S. Census released the new urbanized areas based on the 2010 census and the City of Oak Ridge is now included in the Knoxville Urban Area. Since the City of Oak Ridge is now within the TPO's MPA and the new 2010 urbanized area they are eligible to become a voting member of the Technical Committee and the Executive Board. At this meeting, the Technical Committee considered an amendment to the bylaws to add the City of Oak Ridge as a voting member. As required by the bylaws, this amendment had been listed as an agenda item and discussed at a previous meeting. The Technical Committee also reviewed the appropriateness of Oak Ridge becoming a voting member of the Executive Board. The Technical Committee debated recommended changes to the Executive Board bylaws that will allow the City of Oak Ridge to be a voting member.

- a. Motion to Amend the Bylaws of the Technical Committee to Include the City of Oak Ridge as a Voting Member.

Attachment #3a – Draft Technical Committee Bylaws

- b. Motion to Recommend to the Executive Board Approval of the Amended Executive Board Bylaws to include Oak Ridge as Voting Member

Attachment #3b – Draft Executive Board Bylaws

Discussion: Jeff Welch (TPO) noted there had been minor revisions in the Draft Bylaws since they were last discussed and referenced the handouts. These edits include added language in *Article II, Composition*, clarifying that jurisdictions need to have a population of 5,000 or greater to be eligible to be a voting member. Mr. Welch also noted that a municipality with a population of 5,000 or less would continue to be represented by the county that they are located within. The other revision is in *Article XI, Allocation of Federal Highway Administration (FHWA) Surface Transportation Program (STP) Funds*. The revision clarifies that the 2/3 majority vote is needed to allocate STP funds outside of the Knoxville urbanized area (including those areas incorporated in the urban area by a revision or by being “smoothed” by the TPO). Mr. Welch noted that allocation of STP funds is based on population. Angie Midgett (TDOT) clarified the actual funding will still be based on the urbanized boundary based on the census. The specific number of Technical Committee members was also left off the revised draft bylaws as the current number of 22 may likely change. As there were changes

made to the Draft Bylaws there was no action taken on them. The revised Draft Bylaws will go before the Technical Committee and brought to the next Executive Board meeting for a vote

4. Motion to Recommend to the Executive Board Approval of the Revised Memorandum of Agreement (MOA) Related to Regional Conformity Analysis and Regional Modeling

Item Summary: This MOA addresses the roles and responsibilities of the TPO, TDOT, and the Lakeway MTPO for completing the requirements to demonstrate transportation conformity of transportation plans and programs for the entire air quality nonattainment areas covering the Knoxville Region. The MOA was originally adopted in 2004 and is now being updated to include the most current information regarding the nonattainment status for both Ozone and PM2.5. Also, the MOA addresses the expansion of the TPO's travel demand model to now encompass the entire Lakeway MTPO Metropolitan Planning Area. The signatories of the updated MOA will be the TPO Executive Board Chair, the Lakeway MTPO Executive Board Chair, and the TDOT Commissioner.
Attachment #4 –Draft Memorandum of Agreement

Discussion: Jeff Welch (TPO) stated that staff is recommending that the revised MOA go to the Executive Board for approval. He noted that it is very similar to what has been in place for the last 6 years and reflects all updates based on the latest ongoing modeling efforts and air quality attainment status for our region. This will need to be approved by the TPO Executive Board and then by the Lakeway MTPO Executive Board.

Action: A Motion was made by John Lamb (Blount County) and seconded by Kathryn Baldwin (Anderson County) to recommend approval of the Revised Memorandum of Agreement (MOA) Related to Regional Conformity Analysis and Regional Modeling to the Executive Board. The Motion carried unanimously.

5. Regional Mobility Plan Updates

Item Summary: Staff continues to move forward with efforts to update the Regional Mobility Plan. Staff has developed a draft Project Application form for review and discussion (Attachment #5). Staff would also like to begin initial discussions on financial assumptions that should be used in the fiscal constraint analysis portion of the Mobility Plan. The assumptions used in the previous 2009-2034 Regional Mobility Plan were to increase revenues 3% per year and increase project costs 3.6% per year from the base year of 2009 to the year of construction.
Attachment #5 - Draft Project Application

Discussion: Alan Huff (TPO) reviewed the draft application which is a modified version of the application currently used by the Nashville MPO. The application was expanded so that one application can be used for roadway, transit and bike/ped projects. Mr. Huff stated that assumptions used for the previous Mobility Plan were for revenues to increase by 3% per year and for project costs to increase by 3.6% per year. Jeff Welch (TPO) stated that staff is actively seeking input upfront in preparation for the Plan Update deadline. He further noted an effort at both the federal and state level to link the transportation planning process with the NEPA process, and that identifying the purpose and need for each project within the Plan will assist in getting the project through the entire process more quickly. Mr. Welch noted that TPO staff will have the application ready to send out within a month and that they will be requesting completed applications be submitted within 60 days. The funding availability will be a factor in development of the project list. It was clarified that the annual 3.6% increase has been compounded annually in the past and noted that the Committee may want to revisit that number and further noted that each jurisdiction should use the same formulas for the purpose of consistency. It was noted the IAC definition of "committed project" for our area was for the first horizon year, which is 2014. Ms. Midgett then suggested that applications be submitted for current as well as new projects.

There was discussion about delineation of the horizon years and agreement that 5 year increments may better reflect accurate programming of projects. Mr. Welch noted that, when available, it would be beneficial to add more specific information with regards to completion of a project on the application.

6. Review of Surface Transportation Program (STP) Funds Available to the Knoxville TPO

Item Summary: Historically the TPO receives approximately \$8 Million of federal STP funds annually. As of April 10, 2012, there is a balance of approximately \$39 million for our urban area. The TPO has programmed projects in the TIP over the next 3 years to help spend down this balance. However projects are taking a long time to move forward to the ROW and construction phases where significant money is obligated. FHWA and TDOT are very concerned about the high balance that we and other TPO's across the state are carrying and are strongly encouraging that these STP funds be obligated quickly.

Attachment #6a – Federal Funding to MPO's

Attachment #6b - Summary of Local STP Programmed Funds FY 2011-2014 for the TPO

Attachment #6c - Table with Breakdown of Projects and Funding by Jurisdictions

Discussion: Jeff Welch (TPO) stated that at the annual statewide MPO conference in April Commissioner Schroer and Paul Degges (TDOT) noted that MPO's across the state are carrying significant balances of STP funds. Here in Knoxville our current balance and annual apportionment denote 5.3 years of funds. These sub-allocated funds have been protected from rescission in the past but TDOT and FHWA are very concerned that these funds are sitting there. These large balances may cause these funds to be shifted to State initiated projects as opposed to locally initiated ones. Mr. Welch also stated that Mr. Degges said the State would likely become more aggressive in spending down these dollars. Mr. Welch further noted that locally we have programmed funds which would result in spending down our balance to 7 million dollars by 2014, but these projects need to be moved through the process much more quickly. Bryan Berry (TPO) is developing a project tracking sheet which will be sent to each jurisdiction and TPO staff will be looking for that information as well in about 60 days. Angie Midgett (TDOT) noted that Congress can always rescind unobligated dollars and that these balances need to be obligated quickly. Ms. Midgett stated that TDOT is available to assist any jurisdiction in getting these projects moved through the process. She noted that upon previous review, the main issue regarding getting projects through the process was identifying locally matched dollars. She did agree that getting projects through the NEPA process is also an area where projects are getting slowed down. It was further noted that FHWA is also working to streamline the NEPA process.

7. Call for Studies for FY 2013 & FY 2014 Transportation Planning Work Program (TPWP)

Item Summary: Discussion and update on the draft FY 2013 & FY 2014 Transportation Planning Work Program

Discussion: Jeff Welch (TPO) noted that TPO staff is developing the next two year work program and if there are any special planning studies that the Committee wants to see conducted there are resources available to fund them as long as the local match is provided. Please submit requests to TPO staff by 6/1/2012 so they can be built into the work program. TPR requests no longer need to be included in the work program. A Draft Work Program was sent to TDOT a couple weeks ago. TDOT will send it to the FHWA.

8. Update on PlanET Process and Upcoming Meetings

Item Summary: The second round of six regional forums was held during the week of April 23rd. Staff will briefly review the issues that arose from these forums and the next steps.

Discussion: The second round of six Regional Forums was held beginning on April 23 and ending April 28. These forums were kicked off by a Regional Leadership Dialogue held April 19th with approximately 100 people in attendance. TPO staff did receive some valuable information about future values for the region. Mr. Welch stated that more citizens are needed to participate in the PlanET process. Staff and the consultants are examining new ways to reach out to the public. One innovative process being used in PlanET is - Meeting in Box activities. This process allows citizens to hold their own meetings with their neighborhood associations and community organizations and provide comments back into PlanET. Staff has a lot of data collected from a statistically valid phone survey done by the University of Tennessee which involved contacting 400 persons in each of the 5 counties represented. Additionally, staff has a Livability Report Card that compares our region to others both statewide and nationally with respect to transportation, housing, jobs, community environment and environment and health. Results of both are available on line. Mark Donaldson (MPC) shared that the number one concern found was the lack of high paying jobs followed by the lack of transportation options. Mr. Welch noted that there were a number of attendees that are concerned about government regulations and taking of personal property.

9. Other Business

Technical Committee 2010 Urbanized Area Workshop on Urbanized Area Boundaries. Jeff Welch (TPO) suggested the workshop to discuss the urbanized area boundaries be held immediately after the next Technical Committee meeting on June 12, 2012. Members should plan on the Committee meeting and workshop to last approximately 2 hours.

Federal Legislation Update. Mr. Welch noted that the US Senate and House have appointed members to serve on a Joint Committee to develop long term transportation legislation.

TDOT Update. Angie Midgett noted that TDOT recently released their three year program that includes approximately 1.5 billion dollars in transportation investments over the next three years. The 3 TIP Amendments that were approved earlier today are part of this program for FY 2013.

The full program can be viewed at www.tn.gov/tdot.

Executive Board Meeting Wednesday, May 23, at 9 a.m. in the Small Assembly Room of the City County Building [canceled]

Technical Committee Meeting, Tuesday, June 12, at 9 a.m. in the Small Assembly Room of the City County Building

Mr. Welch noted that May is Bike Month and stated that there are a lot of activities related to that taking place all throughout this month.

Barbara Monty (CAC) noted the CAC will be holding a needs assessment meeting on Thursday, May 10th, from 1:30 to 3:30 PM at the O'Conner Senior Center. This meeting is held every 3 or 4 years and yields a great deal of information for planning purposes. There will be an opening keynote address by the recently appointed Executive Director of the TN Commission on Ageing and Disability followed by small group sessions identifying needs and concerns. Ms. Monty further stressed that planners need to consider the needs of the significantly growing ageing population. The average citizen will outlive their ability to drive by 7-10 years.

10. Public comment

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

11. Adjournment

There was no further business and the meeting was adjourned.