

**CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA  
TRANSPORTATION PLANNING ORGANIZATION  
(CHCNGA TPO)**



**MINUTES**

OCTOBER 18, 2011 1:30 PM EASTERN

DEVELOPMENT RESOURCE CENTER  
1250 MARKET STREET  
CHATTANOOGA, TN 37402

<b>MEETING CALLED BY</b>	Vice Chairman Todd Leamon
<b>TYPE OF MEETING</b>	Technical Coordinating Committee (TCC)
<b>FACILITATOR</b>	Ms. Karen Rennich, Chattanooga-Hamilton County Regional Planning Agency (RPA)
<b>NOTE TAKER</b>	Ms. Rozanne Brown, RPA
<b>QUORUM</b>	Present
<b>ATTENDEES</b>	See Attachment

<b>ANNOUNCEMENTS</b>	
<b>PUBLIC COMMENTS</b>	
<b>OTHER ITEMS OF IMPORTANCE</b>	Handouts Available on Request: (1) Regional Travel Survey, NuStats May 2011; and (2) The Travel Model Improvement Program (TMIP), Summary Report May 23, 2011.

**Agenda Topics**

**ITEM #1. APPROVAL OF THE JULY 5, 2011 TPO TCC MEETING MINUTES**

**MS. KAREN RENNICH  
RPA STAFF**

<b>DISCUSSION</b>		
	There was no discussion, and no changes were submitted. Ms. Rennich called for a motion which was made, seconded, and the motion carried.	
<b>CONCLUSIONS</b>		
<b>TCC/BOARD ACTION/RESOLUTION</b>	<b>PERSON PRESENTED MOTION</b>	<b>PERSON SECONDED MOTION</b>
Approval of the July 5, 2011 TPO TCC Meeting minutes.	Mr. Steve Leach City of Chattanooga	Mr. Joe Farrow City of Collegedale
<b>STAFF FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**ITEM #2. APPROVE FOR PUBLIC COMMENT AND RECOMMENDATION TO APPROVE BY RESOLUTION AN AMENDMENT TO THE 2011-2014 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

**MS. BETSY EVANS  
RPA STAFF**

DISCUSSION		
<p>Ms. Evans said that the TIP pages were included in the packet for the amendment: (1) Enhancement Grouping phase adding PE, ROW, and Construction for 2012 for the Downtown Riverwalk extension from Ross's Landing to St. Elmo using Transportation, Community and System Preservation funds; and (2) the addition of the Greater Chattanooga Area GREENTRIPS (<i>Green Trips</i>) Program (a web-based education incentives and encouragement program) for 2012, 2013, and 2014. The GREENTRIPS Program was recently awarded CMAQ funds (addressed later on the agenda under Item 8). Ms. Evans said that the Interagency Consultation Committee (ICC) concurred that both of the projects are exempt or of "no impact" to air quality on October 13, 2011. There were no questions or comments. Ms. Rennich called for a motion which was made, seconded, and the motion carried.</p>		
CONCLUSIONS		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
Approve to open the amendment for public comment and recommendation to approve the amendment to the 2011-2014 TIP for the Downtown Riverwalk and GREENTRIPS Program as presented by staff.	Mr. Steve Leach City of Chattanooga	Mr. Tim Gobble City of East Ridge
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

**ITEM #3. 2011 PRIORITY LIST OF PROJECTS FOR TDOT – REVIEW AND RECOMMENDATION FOR RANKING**

**MS. MELISSA TAYLOR  
RPA STAFF**

DISCUSSION		
<p>Ms. Melissa Taylor said that annually TDOT requests that the TPO review and prioritize TDOT's 3 Year program of project list, and an email had been sent to everyone. The TCC's responsibility is to review the list and give their recommendation for ranking to the TPO Executive Board. The packet contained three sheets which were described in full (TDOT's list with a ranking column, a blank form for write-in of additional projects if proposed by jurisdictions, and 2035 Long Range Transportation Plan Tier I Projects). To move forward with construction, a project must be on this Tier I list. All projects are on the Tier I list except the I-75 / I-24 Interchange modification which is on the 2025 list, and it is still able to move forward because it is Preliminary Engineering (PE). Ms. Angie Midgett requested that projects in the FY-13 set be ranked 1 thru 5 (1 being the highest ranking), that the second set for FY-14 and FY-15 be ranked 1 and 2, and the last set (Projects Totally Funded) is already totally funded and need not be ranked. All of the projects on the list have phases which have already been previously funded. "Phase to be Funded" on the form means the next phase that would need to be funded in order to move the project forward. Ms. Midgett said that the legislature may not approve all of the projects, but that the TPO's ranking helps TDOT to make decisions about projects across the state (along with many other considerations including geographic equity, funding categories/sources, and project readiness). Giving time to do so, Ms. Taylor asked everyone to rank the projects (using the ranking sheet from the packet), and to provide information on any write-in projects (<i>on the separate additional sheet</i>). She would then collect the ranking sheets and write-in sheets, tally the rankings (<i>votes</i>) and report the results back to the group before the end of the agenda. Ms. Taylor said that SR-321 to SR-320 is East Brainerd Road (and not Brainerd Road as shown), possibly due to an error in the Functional Classification System of Streets. Ms. Rennich said that note would be made on this name correction for the TPO Board meeting. Ms. Midgett said that a note (request to correct) this error could be made on the submittal sheet. A motion was deferred until later in the meeting, and until the ranking votes were tallied by Ms. Taylor.</p>		
CONCLUSIONS		
<p>Following the vote tally and presentation of the tally by Ms. Taylor, a motion was made, seconded, and the motion carried. Ms. Angie Midgett (TDOT) recused herself from voting on the project ranking recommendation.</p>		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
Review and recommendation for ranking of the TDOT Projects for Recommendation to the 3 Year Work Program 2013-2015, and review and recommendation of the of the Other State Projects for TDOT Consideration (Write-In projects on separate additional sheet which were not ranked).	Mr. Dan Wade Hamilton County	Mr. Bob Colby Chattanooga-Hamilton County Air Pollution Control Bureau

STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Staff will note that SR-321 to SR-320 is East Brainerd Road (not Brainerd Road as shown) for the TPO Executive Board meeting.	Ms. Karen Rennich	

**ITEM #4. 2012 ENHANCEMENT GRANTS (TN ONLY)**

**MS. KAREN HUNDT  
RPA STAFF**

DISCUSSION		
<p>Ms. Rennich said that the 2012 Enhancement Grant submittals are for Tennessee only and that November 1, 2011 is the deadline for 2012 Fall submittals. Staff will follow with GDOT to see if any grants have been announced since staff's last contact with them. Ms. Rennich said that an email was sent to TPO members regarding letters to be written for the projects, and that the email or letters can be resent to anyone upon request. Ms. Karen Hundt said that all submittals contain bicycle/pedestrian components and some include environmental mitigation and landscaping. Maps were contained in the packet (except for Red Bank, Lyndon Avenue Greenway). Ms. Hundt reviewed each submittal in detail by jurisdiction, and said that all jurisdictions are providing their 20% match. She will note that the East Ridge project includes landscaping per the jurisdiction's request. Ms. Rennich said that the TCC would not submit a recommendation to endorse to the TPO Executive Board for the Enhancement submittals. The TPO Executive Board will be asked to consider endorsement of the submittals on November 1, 2011. There were no questions and no one wished to speak further regarding their project(s).</p>		
CONCLUSIONS		
<p>Application Deadline and Request for TPO Executive Board Endorsement - November 1, 2011.</p>		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
No Formal Action Required		
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Staff will follow with GDOT and confirm that GDOT has not announced any grants since the staff's last contact with them.	Ms. Karen Rennich	

**ITEM #5. OFFICIAL NOTICE OF ANNUAL OBLIGATED LIST OF PROJECTS FOR LOCAL AND STATE GOVERNMENTS WITHIN THE TPO AREA (TENNESSEE, GEORGIA AND CARTA)**

**MS. MELISSA TAYLOR  
RPA STAFF**

DISCUSSION		
<p>Referring to a summary sheet in the packet, Ms. Taylor said that the TPO is required every year by the federal legislation that governs the MPO (TPO) to share and publically advertise all of the annual obligated projects in the TPO area, including local, state and transit agency projects that are part of the MPO (TPO). "Obligation" means that the federal agency that governs the funds (FHWA or FTA) has authorized the expenditure of the funds on that project. However, it could be for the expenditure of funds for only a "portion" of a project (Feasibility Study, Preliminary Engineering or Construction). Ms. Taylor said that she is still waiting for a list from one of the partners, and as soon as it is received, the TPO members will receive an email with the final list (pdf), or a hardcopy will be available upon request. The list will be publicized before the end of the year.</p>		
CONCLUSIONS		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
No Formal Action Required		
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
The Annual Obligated List of Projects will be emailed to TPO members when finalized, and be publicized before year-end.	Ms. Karen Rennich	

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**KAREN RENNICH**  
RPA STAFF

**ITEM #6 PRESENTATION: HOUSEHOLD SURVEY FINAL REPORT**

<b>DISCUSSION</b>		
<p>Ms. Rennich gave a quick report on the survey findings and statistics contained in the packet. She said that the full report [<i>Regional Travel Survey, NuStats (May 2011)</i>] is available on the RPA website (<a href="http://www.chcrpa.org">www.chcrpa.org</a>), or a hardcopy is available on request. The survey was done to determine the travel patterns (by person and by household for one day) and is part of the data collection effort for updating the Travel Demand Model and to inform the LRTP update beginning early next year. A formal presentation will be made by Ms. Yuen Lee at the next TPO Executive Board meeting (<i>November 1, 2011</i>), and she can be contacted for more information (<a href="mailto:lee_yuen@chattanooga.gov">lee_yuen@chattanooga.gov</a>).</p>		
<b>CONCLUSIONS</b>		
<p>Of 1,500 surveys analyzed, trip time average was less than 19 minutes, 90+% of trips used a private automobile, the average number of trips per day per person was 3.5, and the average number of household trips per day was 8.8.</p>		
<b>TCC/BOARD ACTION/RESOLUTION</b>	<b>PERSON PRESENTED MOTION</b>	<b>PERSON SECONDED MOTION</b>
No Formal Action Required		
<b>STAFF FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**MS. KAREN RENNICH**  
RPA STAFF

**ITEM #7 PRESENTATION: RECOMMENDATIONS FROM PEERS**

<b>DISCUSSION</b>		
<p>Ms. Rennich said that the peer review was done in May 2011 to give the TPO guidance and help staff to coordinate the Land Use Model and Travel Demand Model for the LRTP update. A summary was contained in the packet, and the full report (including recommendations and panel responses to technical questions) is available on the RPA website (<a href="http://www.chcrpa.org">www.chcrpa.org</a>), or a hardcopy is available upon request [<i>The Travel Model Improvement Program (TMIP) Summary Report (May 23, 2011)</i>]. The peer review panel felt that a good use of staff time is focusing on the Land Use Model, because local knowledge is essential for land use planning, with those relationships being needed to develop the model. (A formal presentation will be made by Ms. Yuen Lee at the next TPO Executive Board meeting on <i>November 1, 2011</i>, and she can be contacted for more information at <a href="mailto:lee_yuen@chattanooga.gov">lee_yuen@chattanooga.gov</a>).</p>		
<b>CONCLUSIONS</b>		
<p>Ms. Rennich formally thanked Federal Highway for making this peer review possible for our TPO to help improve our model and assist with the LRTP update (kickoff planned in early 2012).</p>		
<b>TCC/BOARD ACTION/RESOLUTION</b>	<b>PERSON PRESENTED MOTION</b>	<b>PERSON SECONDED MOTION</b>
No Formal Action Required		
<b>STAFF FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**ITEM #8. ANNOUNCEMENT OF PROGRAM AWARDS – 2011  
CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENT (CMAQ)  
PROGRAM PROJECTS (TN)**

**MS. KAREN HUNDT  
RPA STAFF**

<b>DISCUSSION</b>		
<p>Referring to a list of the 2011 CMAQ programs awarded across the state and contained in the packet, Ms. Hundt said that the GREENTRIPS Program (application by RPA) was awarded for our TPO area. Ms. Hundt said that the ITS Traffic Synchronization application submitted by our TPO (<i>City of Chattanooga</i>) was not awarded. Per TDOT (Mr. Alan Jones), the emission reduction calculations and the cost effectiveness for a project are worth 40 of 100 points (based on the evaluation scoring used by TDOT). Following the TDOT staff review, the regional spread is reviewed by the Commissioner (<i>of Transportation</i>) before making the final recommendations. In addition, TDOT is already over committed on the CMAQ projects for 2012–2013, and getting projects obligated is a major factor at this time. For that reason, some projects that had already been awarded but that were not obligated and which submitted for a second phase this time (along with some large dollar projects) were not awarded. Ms. Hundt said that it is critical that awarded projects become obligated as soon as possible, and requested that everyone be diligent in securing obligation. TDOT will be obligating funds on a first come, first served basis, and it may be possible to have a project awarded which will not get obligated. Mr. John Van Winkle (City of Chattanooga, Traffic Engineer) said that larger City of Chattanooga projects will be submitted in smaller phases in the future. Following a discussion on how projects can qualify for CMAQ funding and in order to get everyone's questions answered, Ms. Rennich said that staff will get information out to TPO members as soon as possible regarding the next request for CMAQ applications. This will possibly be in Fall 2012 per Ms. Angie Midgett, with funding being for FY13. Ms. Midgett does not expect a call for CMAQ applications in Spring 2012, due to the lack of available funds.</p>		
<b>CONCLUSIONS</b>		
<b>TCC/BOARD ACTION/RESOLUTION</b>	<b>PERSON PRESENTED MOTION</b>	<b>PERSON SECONDED MOTION</b>
No Formal Action Required		
<b>STAFF FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Staff will advise TPO members as soon as possible regarding the next call for CMAQ applications in order to answer all questions.	Ms. Karen Rennich	

**ITEM #9. STAFF REPORTS**

**MS. KAREN RENNICH  
RPA STAFF**

<b>DISCUSSION</b>		
<p>Status summaries and contact information for the following projects/programs were included in the meeting packet.</p> <ul style="list-style-type: none"> <li>• Notice of 2011-2014 TIP Adjustments/Modifications</li> <li>• Call for Nominations for TPO Executive Board Officers (Chairman and Vice Chairman) for 2012 through 2013</li> <li>• U.S. DOT TIGER III Discretionary Grant Program</li> <li>• Intelligent Transportation System (ITS) Architecture Annual Update</li> </ul> <p>Ms. Rennich said nominations would be accepted for new TPO Executive Board officers for 2012-2013 from November 1, 2011 (date of the Board meeting) through December 16, 2011.</p> <p>Ms. Melissa Taylor said that the ITS Architecture update is done annually, she requested everyone to complete the survey recently sent out, and to contact her with questions or for assistance (<a href="mailto:taylor_melissa@chattanooga.gov">taylor_melissa@chattanooga.gov</a>).</p>		
<b>CONCLUSIONS</b>		
<p>Ms. Rennich invited feedback regarding the new TPO meeting minutes format (template) now being used, stating that she hopes it will assist everyone in reviewing the minutes more efficiently.</p>		
<b>TCC/BOARD ACTION/RESOLUTION</b>	<b>PERSON PRESENTED MOTION</b>	<b>PERSON SECONDED MOTION</b>
No Formal Action Required.		

STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

**ITEM #10. PUBLIC COMMENTS AND OTHER ITEMS OF IMPORTANCE**

MS. KAREN RENNICH  
RPA STAFF

DISCUSSION		
<p>The next TPO Executive Board Meeting is November 1, 2011, and the next TPO Technical Coordinating Committee (TCC) meeting is January 3, 2012 (<i>unless the date changes due to program schedule</i>).</p>		
<p>Mr. John Van Winkle said that he would be giving an ITS briefing to the City Council on November 1, 2011, and that the City of Chattanooga is on the verge of getting approval (hopefully by the end of November, 2011) on obligating the funds to start the implementation of the first phase of ITS beyond the downtown, which involves upgrading signals on Brainerd Road, Lee Highway, Ringgold Road in East Ridge, and possibly some other arterials. The City will then be able to communicate with the signals, and then hopefully in the next phase, be able to put cameras and message boards on these roads. If there is an incident on the interstate and, if traffic gets dropped off on the arterial roads, the City will be able to handle that traffic more efficiently. East Ridge has never had a coordinated signal system, which it is hoped they will have within a couple of months. Chattanooga is the only major city (<i>in Tennessee</i>) that does not have a ring road, so if there is an incident on the interstate, there is not much alternative. This is the next phase for the ITS, and not the \$7.4M which was too much to be funded at one time. The City is going to break the ITS into several phases and resubmit the application(s). Mr. Van Winkle said that the City has a lot of work to do before the next CMAQ round of funding, including construction and changing out of old signal equipment. Drivers will soon see more efficient signal timing, but we will not have cameras and message boards for Ringgold Road and Red Bank until they are funded. Implementation will not be as fast as the City would like, but they will be able to get the signals coordinated (without cameras and overhead message boards). Ms. Melissa Taylor said that, regarding the "couple of months" mentioned, the staff is doing the LRTP Conformity Amendment, and the timing for this project is subject to conformity. Staff has to do the conformity on the timing, and is looking at maybe sometime in April or June (<i>2012</i>) for its completion. Ms. Taylor said that the entire system timing (the ultimate system) cannot be done until the conformity is completed, but that some basic times can be done.</p> <p>Mr. Van Winkle said that the City has coordinated systems now (running independently), but they will soon work with other integrated systems which are region-wide. Ms. Taylor said that the conformity calls out that, if you are doing major large-scale system signalization timing, it does actually trigger conformity, requiring a conformity analysis to ensure that our (<i>area</i>) emissions still fall below (<i>standard</i>) as part of transportation conformity.</p>		
CONCLUSIONS	There were no other questions or comments.	
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
Meeting adjourned	Vice Chairman Todd Leamon	
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA  
 TRANSPORTATION PLANNING ORGANIZATION

TECHNICAL COORDINATING COMMITTEE (TCC)

October 18, 2011 (1:30 p.m. Eastern – DRC/1A)

<u>NAME</u>	<u>REPRESENTATION</u>
MELISSA TAYOR	RPA - TPO
Karen Romich	RPA
Angie Midgett	TDOT- Long Range Planning
Betsy Evans	RPA
Patrick Hill	RPA
BRIANSTEIN	FHWA TN
JOE FARROW	COLLEGE DALE
Philip Pugliese	outdoor adventures
SHARIE STOLCE	SENNY - DAISY
DENNIS MALONE	CITY OF CHATTANOOGA
TODD LEARON	HAMILTON COUNTY
Tim Cobble	EAST RIDGE
Ann-Marie Day	FHWA
Scott Allen	FHWA GA

CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA  
 TRANSPORTATION PLANNING ORGANIZATION  
 TECHNICAL COORDINATING COMMITTEE (TCC)

October 18, 2011 (1:30 p.m. Eastern – DRC/1A)

<u>NAME</u>	<u>REPRESENTATION</u>
Donald Brown	CATHOON Co.
DAVID WADSWORTH	Hamilton Co.
STEVE FAIRLEY	PDM, LLC
STEVE LEAD	City of CHATTANOOGA
GREG HOOD	GDOT
Karen Hundt	RPA
JOHN ALEXANDER	City of Red Bank
Tim Titombury	City of RED BANK
John Van White	City of Chattanooga
Rozanne Brown	RPA