

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



DEVELOPMENT RESOURCE CENTER
1250 MARKET STREET
CHATTANOOGA, TN 37402

MINUTES

JUNE 18, 2013

10:30 A.M.

MEETING CALLED BY	Acting Chair Karen Rennich
TYPE OF MEETING	TECHNICAL COORDINATING COMMITTEE (TCC)
FACILITATOR	Ms. Melissa Taylor, Regional Planning Agency (RPA)
NOTE TAKER	Ms. Rozanne Brown, RPA
QUORUM	N/A
ATTENDEES	See Attachment

ANNOUNCEMENTS	
PUBLIC COMMENTS	
OTHER ITEMS OF IMPORTANCE	Handouts: DRAFT State of Tennessee, DOT, Road Safety Audit Review (RSAR), State Route 2 (Cummings Highway) from Interstate 24 WB Ramps (Log Mile 2.09) to Center of Interstate 24 Underpass (Log Mile 2.16 Hamilton County, PIN118452.00; Upcoming Transportation-related Webinars and Training (Growth of Inland Intermodal Facilities, June 19, 2013, FHWA); Sample TPO Appointment Letter; The Transportation Planning Process Key Issues: A Briefing Book for Transportation Decisionmakers, Officials, and Staff; 2013 TPO TCC & Executive Board Meeting Calendar; Limited English Proficiency (LEP) and RPA Title VI Packet; U.S. Transportation Secretary LaHood Announces 568 Applications for Latest TIGER Grants (Continuing Demand for TIGER Grants Highlights Need for Transportation Investment, June 11, 2013).

Agenda Topics

**ITEM #1. APPROVAL OF THE MAY 7, 2013
TPO TECHNICAL COORDINATING COMMITTEE
MEETING MINUTES**

**ACTING CHAIR KAREN RENNICH
RPA STAFF**

DISCUSSION		
	In the absence of the TCC Chairman and Vice Chairman, Acting Chair Karen Rennich called the meeting to order, and called for questions/comments, or a motion to approve Item #1.	
CONCLUSIONS		
	There being no questions or comments, a motion was made to approve as presented, seconded, and the motion carried.	
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
APPROVAL OF THE MAY 7, 2013 TPO TECHNICAL COORDINATING COMMITTEE MEETING MINUTES	Mr. Joe Farrow City of Collegedale	Mr. John Naylor Chattanooga Metropolitan Airport Authority
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

**ITEM #2. RECOMMEND APPROVAL BY RESOLUTION
THE METROPOLITAN PLANNING AREA
(TPO) PLANNING BOUNDARY**

**ACTING CHAIR KAREN RENNICH
RPA STAFF**

DISCUSSION		
<p>Ms. Karen Rennich reviewed the history of this item which was triggered by the recent census release, and the steps which have been taken to date by the TPO Staff, TDOT, GDOT and the TN and GA FHWA Representatives (working with jurisdictions) to present the resolution today for the proposed Metropolitan Planning Area (TPO) Planning Boundary. See the Staff Report contained in the meeting packet along with the proposed Resolution and Map.</p> <p>Ms. Rennich said that all questions received from TPO members have been satisfactorily answered and representatives are in agreement with the proposed actions contained in the resolution, including Catoosa County's expansion to include the entirety of the county and the Dade County expansion (small portion of the census-defined Urbanized Area as required by federal legislation). Ms. Rennich said that the TPO Staff has done the appropriate research, met with and held phone conversations with the appropriate representatives (including a conference call with the Dade County Executive Ted Rumley, Dade County Commissioners, GDOT and the Georgia FHWA representative). She said that TPO Staff has not proposed any change in Hamilton County (still has some expansion room based on the federal legislation) or Walker County at this time, and has discussed this matter with the appropriate representatives who are in agreement. The TDOT and TN FHWA proposed boundary was also reviewed by the Northwest Georgia Regional Commission.</p> <p>Ms. Rennich said that the resolution stipulates that jurisdictions are encouraged to participate in the ongoing process that covers the entire metropolitan planning area but are not required to do so, local land use restrictions through zoning or subdivision regulations are not imposed by including in the CHCNGA TPO Metropolitan Planning Area, and the Environmental Protection Agency, not the Metropolitan Planning Organization, designates areas for air quality planning purposes.</p> <p>Ms. Rennich thanked everyone for their time and consideration regarding this important matter, and called for a motion to approve if there were no further questions/comments.</p>		
CONCLUSIONS		
There being no questions or comments, a motion was made to recommend approval by resolution as presented, seconded, and the motion carried.		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
RECOMMEND APPROVAL BY RESOLUTION THE METROPOLITAN PLANNING AREA (TPO) PLANNING BOUNDARY	Mr. Tim Thornbury City of Red Bank	Mr. Ted Rumley Dade County
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Following approval by the TPO Executive Board, the TPO Staff will provide the approved Resolution to the Governors for the States of Tennessee and Georgia, and update the TPO Members when responses have been received from the Governors.	Ms. Karen Rennich	

**ITEM #3. RECOMMEND ENDORSEMENT BY RESOLUTION
OF THE 2040 REGIONAL TRANSPORTATION PLAN
PROJECT LIST**

**MS. MELISSA TAYLOR, RPA STAFF
CAMBRIDGE SYSTEMATICS, INC.**

DISCUSSION		
<p>Ms. Melissa Taylor said that the proposed fiscally constrained 2040 Regional Transportation Plan Project List (Tier 2020, 2030, 2040) is the result of everyone's work over several months (including the general public), a review of the proposed list by TPO members approximately one week ago, a conference call conducted by TPO Staff and Consultants with TPO members to answer any questions and receive comments on Friday, June 14, 2013 with thirteen of nineteen jurisdictions participating, and a public meeting held by the TPO Staff at the DRC on Monday, June 17, 2013. A summary of the 2040 RTP Public Involvement Questionnaire was included in the meeting packet. Ms. Taylor said that it was very important for everyone to understand that the proposed draft project list is still open for discussion and to be comfortable with the direction that is being taken moving forward. Ms. Taylor said that a caveat in the resolution being proposed to the TPO Executive Board provides some flexibility in the project list as a result of several stages of comments and review by the state and federal partners that may result in shifts/changes during fiscal constraint with revenue tiers, or a small amount of additional funding that may be available providing an opportunity to make recommendations/changes to the project list. Ms. Taylor said that this draft project list is an action item on today's TCC agenda, and that the TCC is being asked at this meeting to recommend endorsement by the TPO Executive Board on the afternoon of June 18, 2013 (given this flexibility).</p>		

Ms. Taylor introduced Ms. Tracy Selin and Mr. David Kall of Cambridge Systems, Inc. to further discuss the proposed 2040 RTP Project List. Ms. Selin said that the ranked list of 2040 RTP projects was presented by Cambridge Systematics, Inc. to the TPO Executive Board in April, 2013 (universal projects that were evaluated for consideration in the RTP). At that time, a general recommendation (based on the ranking) was for the RTP team to move forward with applying the revenue towards the maintenance set aside (based on the system maintenance analysis), and funding of the Rank 1 and 2 projects (those which performed the best based on the performance measures). Ms. Selin said that the RTP team has been working diligently over the last month to fiscally constrain the plan (by local, state and federal revenue sources and across 2020, 2030, and 2040 tiers). Ms. Selin said that there were a number of minor changes and assumptions made by the RTP team regarding items such as the sponsor and local/state match. She said that the proposed project list was open for questions or for further discussion and that it is her understanding that the TPO Staff is comfortable with moving forward with the proposed 2040 RTP Project List as presented to the TCC and hopefully going to the TPO Executive Board with recommendation for endorsement today. Ms. Melissa Taylor said that the revisions to the project list were minor (displayed on the screen), and that the TPO Staff did not feel that there was any need for an additional workshop, but that the revisions were open for discussion.

Ms. Selin said that there is some excess NHPP revenue available in the outer years of the plan that must be directed toward projects that improve the condition or performance of the National Highway System. The RTP team would like to make a recommendation to possibly consider funding the Cummings Highway project with that excess NHPP revenue. Cummings Highway is currently not on the National Highway System which is currently an eligibility issue. However, the RTP team would like to see what the process is for adding Cummings Highway to the National Highway System, determine whether or not it might be accommodated during the life of the 2040 RTP, or perhaps make a recommendation during the next plan update.

Ms. Selin said that the RTP team would like to discuss two set asides for each tier of the RTP for smaller scale safety and ITS projects. During the feedback sessions with stakeholders and decision makers, Ms. Selin said that safety was constantly raised as a very important factor to be considered during the plan development. A limited amount of safety data is available for the RTP team to identify these unique projects. However, the RTP team wants to make sure that there is money available in a set aside for future TIPs (including federal money) to address safety needs identified by the states or the local sponsors. Ms. Selin said that the RTP team is also considering set aside funding for ITS projects (looking at a key set of arterial investments / signal operated projects). Ms. Taylor said that these would not be line item projects on the list in the RTP, but would be described in the text of the RTP pages should accommodating the funding for them become a possibility for discussion moving forward.

Mr. Kall said that the two set asides flowed out of analysis that was done for the plan. Safety data (not location specific) was analyzed that showed that the three largest safety concerns in the region are: (1) roadway departure, (2) intersection, and (3) aggressive driving (speeding). Mr. Kall said that the safety set aside could focus on those three areas, or it could be left as general safety. For the ITS set aside, Mr. Kall said that IDAS software was used for analysis that showed some very good cost benefits for signal upgrade/signalization (arterial specific).

Ms. Taylor thanked everyone for their time spent in reviewing the proposed 2040 RTP Project List and answering questions about projects. She called for questions, additional discussion or a motion to make a recommendation to endorse the list as presented.

CONCLUSIONS

There being no further questions or comments, **a motion was made to recommend endorsement by resolution as presented, seconded, and the motion carried.**

TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
RECOMMEND ENDORSEMENT BY RESOLUTION OF THE 2040 REGIONAL TRANSPORTATION PLAN PROJECT LIST	Mr. John Naylor	Representative JoAnne Favors Tennessee Legislative Delegation
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #4. RECOMMEND APPROVAL BY RESOLUTION THE CHATTANOOGA-HAMILTON COUNTY REGIONAL PLANNING AGENCY, THE PLANNING ENTITY OF THE CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA TRANSPORTATION PLANNING ORGANIZATION, TO ENTER INTO WORK ORDER CONTRACT(S) FOR TRANSPORTATION PLANNING SERVICES WITH SELECTED CONSULTANT(S) AS RECOMMENDED BY THE TPO CONSULTANT SELECTION SUB-COMMITTEE

**ACTING CHAIR KAREN RENNICH
RPA STAFF**

DISCUSSION

Ms. Rennich said that the TPO occasionally has need to contract with consultants for the TPO related work. Cambridge Systematics, Inc. and Kimley-Horn and Associates, Inc. are currently under contract and issued work orders for the 2040 RTP development, modeling of the plan, analysis, and air quality work.

In 2011, a Request for Qualifications was issued and the TPO Executive Board approved by resolution a list of seven pre-qualified consultants in 2012. This was done in order to have a list of pre-qualified consultants from which to select and be able to move forward on projects, respond to federal legislative changes, and address new needs which arise.

Ms. Rennich said that the RPA issued an announcement on May 30, 2013 seeking Letters of Interest from the TPO's seven prequalified consultants to perform professional services in Category 4 and Category 5, and reviewed details of the categories currently being contracted:

4. Transportation system performance/analysis/travel studies (i.e. Origin-Destination assessments/evaluation, congestion management/evaluation, performance measures/project prioritization methods, and multimodal data collection efforts). Candidates are expected to be up-to-date on existing and proposed transportation legislation.
5. Transportation planning expertise in distinctly specialized areas (i.e. ITS Architecture, freight planning, and advanced transit planning/passenger rail). Candidates should clearly define their speciality area of expertise.

The consultants for Categories 4 and 5 were prequalified upon action of the TPO Board in February 2012 for up to a four-year term (see list of prequalified consultants in the Staff Report contained in the meeting packet).

The deadline for submittal of Letters of Interest for these work orders was Thursday, June 13, 2013, and Ms. Rennich said that six of the pre-qualified consultants acknowledged receipt of the announcement (request for Letter of Interest). No response was received from one pre-qualified consultant after several attempts were made. Submittals were received by the deadline from three prequalified consultants.

Ms. Rennich said that the standing TPO Consultant Selection Sub-Committee (established in 2008) reviews all consultant submittals (including the 2012 submittals) to determine the most qualified firm(s) for the particular categories and listed needs, and makes recommendations to the TPO TCC and Executive Board regarding the firms to be selected. All TPO members are also welcome to participate in the consultant submittal and review process. Ms. Rennich said that several TPO Staff members sit on this TPO Consultant Selection Sub-Committee and that some regular Sub-Committee members were unable to participate in the consultant selection for these work orders due to the short turnaround needed. Mr. Bob VanHorn (Manager of the TDOT Traffic Center) and Mr. John Van Winkle, Traffic Engineer for the City of Chattanooga, participated in this selection meeting and provided very robust comments and review regarding both data collection, and ITS and Ms. Rennich gave special thanks to them for their participation. From that review, the recommendation was to issue two work orders (Cambridge Systematics, Inc., and Kimley-Horn and Associates, Inc.) as follows.

Kimley-Horn and Associates, Inc. will be the sole consultant for the ITS Architecture and Deployment Plan which is required every four years (with annual updates), and the next plan is due June, 2014. This consultant has done updates for Chattanooga, Knoxville, Nashville and Memphis, and also the Tennessee Statewide ITS Architecture Plan. The Consultant Selection Sub-Committee felt that Kimley-Horn and Associates, Inc. has the necessary credentials for the Chattanooga area.

Cambridge Systematics, Inc. will be the lead for data collection. The TPO is transitioning to a more holistic approach to data collection to ensure that data is not only collected, but that proper analysis and data use occur. The Consultant Selection Sub-Committee commented that Cambridge Systematics, Inc. tied all of the pieces together (not just the plan and Congestion Management Plan) in their submitted proposal. In their role in running the Travel Demand Model, Kimley-Horn and Associates, Inc. will have a relatively minor role as a data reviewer. Ms. Rennich said that data collection will span several years, and several components will come through to the TPO in the future related to data collection.

Ms. Rennich said that the TPO Staff has been pleased with the work done by Cambridge Systematics, Inc., and Kimley-Horn and Associates, Inc. and hopes to continue these working relationships. Ms. Rennich said that all of this work is detailed in the Unified Planning Work Program which was recently updated and another update will be done this year. She called for questions/comments, or a motion to approve.

As outlined in the meeting packet, additional information on this announcement can be found at:
http://www.chcrpa.org/TPO_reorganized/About_the_TPO/TPO_Consultants.htm

CONCLUSIONS		
There being no questions or comments, a motion was made to approve by resolution as presented, seconded, and the motion carried.		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
RECOMMEND APPROVAL BY RESOLUTION THE CHATTANOOGA-HAMILTON COUNTY REGIONAL PLANNING AGENCY, THE PLANNING ENTITY OF THE CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA TRANSPORTATION PLANNING ORGANIZATION, TO ENTER INTO WORK ORDER CONTRACT(S) FOR TRANSPORTATION PLANNING SERVICES WITH SELECTED CONSULTANT(S) AS RECOMMENDED BY THE TPO CONSULTANT SELECTION SUB-COMMITTEE	Mr. Hardie Stulce City of Soddy-Daisy	Mr. John Naylor
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #5. PUBLIC COMMENTS AND OTHER ITEMS OF IMPORTANCE

**ACTING CHAIR KAREN RENNICH
RPA STAFF**

DISCUSSION		
<p>Ms. Rennich said that the TPO Executive Board meeting will also be held on June 18, 2013 at 1:30 p.m., and that several TCC members will be attending both meetings. She said that the TPO Staff very much appreciates everyone's time and understanding that the TPO is currently meeting several deadlines related to the TIP and 2040 RTP. The next TPO TCC meeting is scheduled for July 2, 2013 (subsequently cancelled and rescheduled to Tuesday, August 20, 2013 10:30 a.m. to 12:00 p.m.), DRC/1A).</p> <p>Ms. Melissa Taylor said that the Congestion Mitigation Air Quality (CMAQ) Green Trips Program is an education, data collection and air quality reduction program which is meant to encourage individuals and major employers to take on some other types of transportation initiatives other than single-occupancy vehicle travel. A kickoff (press event) is planned for this web based program on Thursday, June 20, 2013 (10:00-10:00 at Shuttle Park South). Mr. Bob Colby (Chairman of the TPO Executive Board) will be the key speaker along with speakers from the Electric Power Board, Hamilton County, Tennessee Valley Authority and Ivy Academy (major employer participants), and everyone is invited to participate. At the event, Ms. Jenny Park will be transitioning from Green Trips Corridor to Senior Planner in the Strategic Long Range Planning Division of RPA for multimodal transportation planning. Ms. Taylor introduced the new Green Trips Coordinator, Mr. Zack Meredith, and said that he would be the new Green Trips program contact and would be introduced at the TPO Executive Board meeting on June 18th.</p>		
CONCLUSIONS		
There being no further questions or comments, the meeting was adjourned.		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE



CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA
 TRANSPORTATION PLANNING ORGANIZATION

TECHNICAL COORDINATING COMMITTEE (TCC)

June 18, 2013 (10:30 a.m. – 12:00 p.m. Eastern – DRC/1A)

NAME

REPRESENTATION

Louis H. Hamm	City of Fort Oglethorpe
Julm Ramsey	Dade County
Jeremy Bryson	Catoosa County
Tim THORNBURY	REDBANK
Dave Cox	GDOT
Krystal Harris	GDOT
Betsy Evans	RPA/TPO
David Kenner	NWGR
Annie Powell	CARTA
John Agan	HAMILTON COUNTY ENGR. DEPT.
John Naylor	CMAA
Zach Meredith	GreenTrips



CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA
TRANSPORTATION PLANNING ORGANIZATION

TECHNICAL COORDINATING COMMITTEE (TCC)

June 18, 2013 (10:30 a.m. – 12:00 p.m. Eastern – DRC/1A)

NAME	REPRESENTATION
Dennis Malone	CITY OF COVINGTON - PDW
Jim Allen	SE Region Market Management STS/CHATA/SETHRA
John Van Winkle	City of Chattanooga Engineering
Yuen Lu	RPA / TPO
Harold Sturck	CITY OF JOEY-DAISY



CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA
TRANSPORTATION PLANNING ORGANIZATION

TECHNICAL COORDINATING COMMITTEE (TCC)

June 18, 2013 (10:30 a.m. – 12:00 p.m. Eastern – DRC/1A)

NAME

REPRESENTATION

Amanda Miller	City of East Ridge
Dr. Stacy Morrison	State of TN TDOT
Joe Farnow	COLLEGE DALE
Chad Reese	SE TN Development District
Karen Remick	RPA
Greg Lane	HAMILTON COUNTY
Philip Pellegrini	OUTSIDE CHATTANOOGA
Karen Hundt	RPA
Rozanne Brown	RPA/TPO staff
John Naylor	CMWA