

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



DEVELOPMENT RESOURCE CENTER
1250 MARKET STREET
CHATTANOOGA, TN 37402

MINUTES

AUGUST 20, 2013 1:30 P.M.

MEETING CALLED BY	Chairman Bob Colby
TYPE OF MEETING	TPO EXECUTIVE BOARD
FACILITATOR	Ms. Karen Rennich, Chattanooga-Hamilton County Regional Planning Agency (RPA)
NOTE TAKER	Ms. Rozanne Brown, RPA
QUORUM	Yes
ATTENDEES	

ANNOUNCEMENTS	
PUBLIC COMMENTS	Chairman Bob Colby called the meeting to order and recognized State Representative JoAnne Favors and State Representative Vince Dean.
OTHER ITEMS OF IMPORTANCE	Handouts: Draft Amendment to the 2013-2014 Unified Planning Work Program (UPWP); 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 (Rev 6 28 13); Limited English Proficiency (LEP) and RPA Title VI Packet. Education: Office of Local Program Development – CEI Training Course (October, 2013), Sustainable Communities HotReport: How well is your community performing on transportation, housing, economic development, income, and equity? (August 21, 2013); Smart Growth and Economic Success (September 18, 2013); TPO Certification Review Staff Report and Executive Summary.

Agenda Topics

ITEM #1. APPROVAL OF THE JUNE 18, 2013
TPO EXECUTIVE BOARD MEETING MINUTES

CHAIRMAN BOB COLBY

DISCUSSION		
Chairman Bob Colby called for questions/comments, or a motion to approve Item #1 as presented.		
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 JUNE 18, 2013 TPO EXECUTIVE BOARD MEETING MINUTES	Mr. Billy Cooper City of Ridgeside	Mr. Louis Hamm City of Ft. Oglethorpe
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

**ITEM #2. APPROVE BY RESOLUTION
AN AMENDMENT TO THE 2013-2014 UNIFIED PLANNING
WORK PROGRAM (UPWP)**

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION		
<p>Ms. Karen Rennich said that this is an amendment to the current 2013-2014 Unified Planning Work Program (adopted August 21, 2012). This is a standard work program and it details the activities and tasks that will be undertaken by the TPO (some work to be done by staff and some by partners including CARTA) along with the funding. This will be the second amendment to the current work program which primarily updates activities and schedules for FY 2014. The amendment addresses some of the recommended action steps from the 2013 TPO Certification Review which have been added into the work program, since staff wants to begin acting on the recommendations as soon as possible (see agenda Item #8). The amendment reflects actual FY 2014 contract amounts received through TDOT, GDOT, FHWA and FTA. Ms. Rennich said that this amendment also adds a Planning Coordination project for a transit study and asked that Ms. Melissa Taylor speak regarding that project which will be led by her department (agenda Item #5).</p> <p>Ms. Taylor said that, through the development of the 2040 Regional Transportation Plan (RTP), the TPO has been working to better identify and plan for transit related projects. The 2040 RTP proposes a vast array of transit related projects, and one of the ideas that came from the planning workshop was to look at the potential of a Transit Center including route planning that might be necessary. The draft 2014-2017 Transportation Improvement Program contains a fiscally constrained project for funding a consultant to do the Transit Center Study work. However, a vast array of people who have been a part of our Community Advisory Committee for the planning process felt that a stakeholder group might convene who could help to guide how the project actually gets developed and address additional issues that may come out of the process. Therefore, it was decided by staff that a partnership would be proposed between the Benwood Foundation, Regional Planning Agency, City of Chattanooga and CARTA to have a part-time individual who can dedicate time to coordinating the group of stakeholders around that study and help to craft the RFP that would guide what that study might ultimately look like before it is issued to a consultant. A mid-October 2013 stakeholder meeting is being considered, but the funds for the actual consultant portion of the study would not be available until after the TIP has been adopted and incorporated into the statewide program (December 2013).</p> <p>Ms. Rennich said that the UPWP amendment has been reviewed by the state and federal partners, changes have been made and approved, and the amendment was recommended for approval by the TCC on August 20, 2013.</p> <p>Chairman Colby called for questions/comments, or a motion to approve.</p>		
<p>The 2013-2014 Unified Planning Work Program (UPWP) including this amendment may be reviewed on the web at: http://www.chcrpa.org/TPO_reorganized/Plans_and_Programs/UPWP.htm</p>		
CONCLUSIONS		
<p>There being no questions or comments, a motion was made to approve as presented, seconded, and the motion carried.</p>		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
APPROVE BY RESOLUTION AN AMENDMENT TO THE 2013-2014 UNIFIED PLANNING WORK PROGRAM (UPWP)	Commissioner Chester Bankston Hamilton County	Mr. Todd Leamon Hamilton County
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
TPO Staff will provide the approved amendment to the State and Federal partners, and post the final document on the TPO website.	Ms. Karen Rennich	

**ITEM #3. APPROVE BY RESOLUTION A
MEMORANDUM OF AGREEMENT BETWEEN THE TENNESSEE DEPARTMENT
OF TRANSPORTATION AND CHATTANOOGA-HAMILTON COUNTY / NORTH
GEORGIA TRANSPORTATION PLANNING ORGANIZATION IN REGARDS TO
THE AMENDMENT AND ADMINISTRATIVE ADJUSTMENTS FOR THE
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

**MS. MELISSA TAYLOR
RPA STAFF**

DISCUSSION		
<p>Ms. Taylor said that, when a project in the Transportation Improvement Program has a change, it goes through a series of steps in order to incorporate that change into the TIP document. She said that TDOT has revisited how the MPOs address and process amendments and adjustments to an existing project in the TIP and state-wide TIP (STIP), and the meeting packet included the new MOU outlining the changes.</p> <p>Ms. Taylor said that the number of amendments (requiring approximately four months to process and an IAC review) would be fewer under the new Cost Change Thresholds outlined in the new MOA. Ms. Taylor said that she has reviewed the record of amendments which have been done by the TPO between 15-30%, and most of them would have fallen under the new Cost Change Threshold resulting in fewer amendments being required. Administrative adjustments are typically handled by TPO Staff with little involvement by IAC or anyone else, provided to TDOT/FHWA/FTA, incorporated into the TIP at that time, and then reported to the TPO when accepted, allowing projects to progress faster.</p> <p>Ms. Taylor called attention to the new Project Cost Change Thresholds Table in the MOA (Page 4), and said that previously there was a straight 15% total project Cost (or change in the project cost of a phase) Change Threshold for Tennessee (20% for Georgia) with some applicability to phasing. In an effort to look at the bigger, broader set of funds, this new table clarifies that the Cost Change Thresholds have been raised, which is must better for the TPO and allows projects to move faster. Georgia has removed their Cost Change Threshold, and they are looking at changes on a project-by-project basis.</p> <p>Ms. Taylor said that, due to some early discussions, the TPO Staff was under the impression that there would no longer be project Groupings in the TIP, and the TPO does not have project Groupings in the 2014-2017 TIP. In the past, all of the Resurfacing projects for the TPO were in one project line item, but this is no longer the case, and each project is shown as an individual project for the jurisdiction (including Preventative Maintenance/Resurfacing). However, under MAP-21, the state does have three project Groupings, down from several in the past.</p> <p>Ms. Taylor said that the remainder of the MOA is pretty straight forward and asked that anyone contact her with questions. Chairman Colby called for questions/comments or a motion to approve.</p>		
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
APPROVE BY RESOLUTION A MEMORANDUM OF AGREEMENT BETWEEN THE TENNESSEE DEPARTMENT OF TRANSPORTATION AND CHATTANOOGA-HAMILTON COUNTY / NORTH GEORGIA TRANSPORTATION PLANNING ORGANIZATION IN REGARDS TO THE AMENDMENT AND ADMINISTRATIVE ADJUSTMENTS FOR THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	Mr. Louis Hamm	Mayor Bill Lusk Town of Signal Mountain
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

**ITEM #4 APPROVE BY RESOLUTION AN AMENDMENT
TO CONTRACTS WITH CAMBRIDGE SYSTEMATICS, INC. AND
KIMLEY-HORN AND ASSOCIATES, INC.**

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION		
<p>Ms. Karen Rennich reminded that in early 2012, the TPO Executive Board pre-qualified seven consultant firms for work over a four year period, and at that time, they approved contractual agreements between RPA (on behalf of the TPO) with Cambridge Systematics, Inc. for 2040 RTP, TIP and Air Quality work, and with Kimley-Horn and Associates, Inc. for the Travel Demand Model.</p> <p>In early 2013, Ms. Rennich said that Letters of Interest were issued by the TPO to the seven pre-qualified consultants for additional work orders, and the Consultant Selection Sub-Committee approved two firms. On June 18, 2013, the TCC recommended approval and the TPO Executive Board approved additional work order agreements with Cambridge Systematics, Inc. for the TPO's data collection plan involving substantial data collection, and Kimley-Horn and Associates, Inc. for development of the Intelligent Transportation System (ITS) Architecture and Deployment Plan (due June 2014). Ms. Rennich said that additional information regarding the ITS Architecture and Deployment Plan was contained in the meeting packet (see Staff Report by Ms. Yuen Lee).</p> <p>Ms. Rennich said that, with the additional work order agreements which have been approved by the TPO Executive Board, the consultant contracts need to be revised to add those work items along with raising the compensation ceiling. This resolution does two things: (1) it allows for the additional work to be done, and (2) raises the compensation ceiling to allow TPO Staff to proceed with the work orders. She said that RPA works with the City of Chattanooga attorney who is assigned to assist RPA for contractual needs. The attorney has made minor revisions and is comfortable with the language of the contract amendments, the resolution and with this approach.</p> <p>Chairman Colby called for questions/comments or a motion to approve.</p>		
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
APPROVE BY RESOLUTION AN AMENDMENT TO CONTRACTS WITH CAMBRIDGE SYSTEMATICS, INC. AND KIMLEY-HORN AND ASSOCIATES, INC.	Commissioner Chester Bankston	Mr. Todd Leamon
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
TPO Staff will proceed with preparation of the work order with Kimley-Horn and Associates, Inc. for development of the Intelligent Transportation System (ITS) Architecture and Deployment Plan.	Ms. Yuen Lee	

ITEM #5. APPROVE BY RESOLUTION TO ACCEPT LOCAL MATCH FUNDS FOR PLANNING COORDINATION FOR THE CARTA TRANSIT CENTER STUDY

**MS. KAREN RENNICH
MS. MELISSA TAYLOR
RPA STAFF**

DISCUSSION		
<p>Ms. Karen Rennich said that she would speak to the resolution to accept funds, and Ms. Melissa Taylor may wish to further address the project (initial points were discussed by Ms. Taylor in Item #2 above regarding the partnership for the Transit Center Study with the Benwood Foundation, City of Chattanooga, CARTA and Regional Planning Agency).</p> <p>Ms. Rennich said that the 2013-2014 UPWP amendment (discussed in Item #2 above and approved by the Executive Board today) adds the Transit Center Study temporary Planning Coordinator and Administrative positions along with the funds. All Planning Funds require a local match and the Benwood Foundation is providing the 20% local match for the federal dollars for temporary positions for a Planning Coordinator for the two-year study period and 100% of the Administrative position to include education/promotion/administrative tasks. This resolution allows for those two temporary positions and accepts funds from the Benwood Foundation for those positions. Ms. Taylor had no further comments and Ms. Rennich said that more information will follow as the project develops.</p> <p>There were no questions or comments, and Chairman Colby called for a motion.</p>		
CONCLUSIONS		
<p>There being no further questions or comments, a motion was made to approve as presented, seconded, and the motion carried.</p>		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
APPROVE BY RESOLUTION TO ACCEPT LOCAL MATCH FUNDS FOR PLANNING COORDINATION FOR THE CARTA TRANSIT CENTER STUDY	Commissioner Chester Bankston	Mr. Ted Rogers City of Collegedale
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #6. 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) – STATUS UPDATE

**MS. MELISSA TAYLOR
RPA STAFF**

DISCUSSION		
<p>Ms. Melissa Taylor said that the 2014-2017 Transportation Improvement Program effort has been under way for about six months, that it was submitted to the states, and their comments have been satisfactorily addressed and included in the meeting packet. Staff is now moving toward submission of the draft document to the federal partners and, during this time, is also opening the document for a public comment period. TPO Staff is holding a public hearing on September 5, 2013 (4:30-6:00 P.M. @ DRC/1A), hopefully resulting in a set of public comments at the close of the public comment period.</p> <p>TPO members have received a link to the full draft 2014-2017 draft document, and copies were available at the meeting along with a sign-up sheet for additional copies.</p> <p>There were no questions or comments.</p>		

CONCLUSIONS		
No Formal Action Required.		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
TPO Staff will submit the draft 2014-2017 TIP document to federal partners and conduct a Public Hearing on September 5, 2013.	Ms. Melissa Taylor	

ITEM #7. 2040 REGIONAL TRANSPORTATION PLAN – STATUS UPDATE

**MS. MELISSA TAYLOR
RPA STAFF**

DISCUSSION		
<p>Ms. Melissa Taylor said that work has been ongoing for about 18 months on the 2040 RTP, and she believes that most of the TPO Members and stakeholders would agree that the process was a really great experience and that a lot has come out of it to further efforts to integrate all of the transportation modes.</p> <p>Ms. Taylor referred everyone to three large format maps on display in the meeting room for the 2040 Regional Transportation Plan and a map for the proposed 2014-2017 Transportation Improvement Program reflecting all TIP projects (provided for the first time and developed by Ms. Cortney Mild, a new member of the RPA Staff).</p> <p>The 2040 Regional Transportation Plan identified specific projects for Roadway, Transit and Bike/Ped Improvement, which were shown on the displayed maps. A lot of additional work was done and included in this plan to flush out future potential transit opportunities (possibly light rail and bus rapid transit).</p> <p>Ms. Taylor said that the maps are reflective of the current information in the RTP and TIP draft documents. However, staff is currently responding to concerns and issues, and any necessary changes will be made to the maps before they become final and are distributed. She asked for everyone to review the maps and advise her of any questions or comments before the document is submitted to the federal partners.</p> <p>Ms. Taylor said that the first draft 2040 RTP document included a lot of different analyses that were done for the first time in this plan, and TDOT has made suggestions to reduce the size of the document (based on federal requirements and possibly through Technical Reports). Ms. Taylor expects to provide a TPO member link for the updated draft 2040 RTP document to TPO members in the next couple of days. The draft document has not been shared with the public for comment at this time, and this will be done after state comments have been satisfactorily addressed.</p> <p>There were no questions or comments.</p>		
CONCLUSIONS		
No Formal Action Required.		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
TPO Staff will provide a link to the updated draft 2040 RTP document to TPO Members within the next couple of days.	Ms. Melissa Taylor	Sent August 23, 2013

DISCUSSION	
	<p>Mr. Corbin Davis, Planning & Air Quality Specialist, Federal Highway Administration, Tennessee Division (Nashville), said that he appreciated the opportunity to speak with the TPO Executive Board, and that he would review the results of the 2013 Federal Planning Certification Review. He would review the Executive Summary of the Final Certification Review Report (contained in the meeting packet), and then open the floor for questions and discussion.</p> <p>Mr. Davis said that he would first like to provide some background on the Federal Planning Certification Review. Federal law requires the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to jointly certify the transportation planning processes for urbanized areas with a population of over 200,000 people at least every four years. Six certification reviews have been conducted in the Chattanooga area including 2013 and the previous review was in July 2009. There are four such urbanized areas in Tennessee (Nashville, Memphis, Knoxville and Chattanooga). Certification reviews are staggered and conducted (one per year) by FHWA (Tennessee Division, Nashville, Tennessee) and FTA (Region 4 Office, Atlanta, Georgia). Recent reviews were conducted in Knoxville (2012), Chattanooga (2013), and Nashville will be reviewed in 2014.</p> <p>The 2013 Chattanooga-Hamilton County / North Georgia Transportation Planning Organization (CHCNGA TPO) Certification Review consisted of a desk audit of all planning documentation produced by the TPO including the Long Range Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, Public Participation Plan, Air Quality documentation, and other work being done by the TPO.</p> <p>The Certification Review included an on-site visit (May 7-8, 2013) when FHWA (Tennessee Division) and FTA (Georgia Division) representatives came to Chattanooga and met with the CHCNGA TPO Staff and several planning partners, representatives of the Tennessee Department of Transportation (TDOT), Georgia Department of Transportation (GDOT), Chattanooga Area Regional Transportation Authority (CARTA), and the Environmental Protection Agency (EPA) and Tennessee Department of Environment & Conservation (TDEC) who participated by phone. There was also some participation by the TPO Technical Coordinating Committee (TCC), a comment period for the TPO Executive Board, and a public meeting was held on May 7, 2013 to gather input from the public on how the TPO is doing and the planning process.</p> <p>The last part of the Certification Review is a Final Report (completed and issued to the TPO in July 2013) which outlines broad observations that were collected during the certification review looking at all of the planning documents (and processes for creating those documents), and documenting three broad observations: (1) Corrective Actions (identified items that are not aligned with Federal rules and regulations for transportation planning – and that need to be addressed and aligned), (2) Commendations (things that the TPO is doing well that can serve as examples for other planning organizations to follow across the state, or perhaps the country), and (3) Recommendations (items that are opportunities for improving the CHCNGA TPO processes).</p> <p>Referring to the Executive Summary (TMA Certification Review/2013) contained in the meeting packet, Mr. Davis said that the FHWA and FTA found that the Chattanooga-Hamilton County / North Georgia Transportation Planning Organization substantially meets the requirements of the federal requirements for MPOs. FHWA and FTA jointly certify the Chattanooga-Hamilton County / North Georgia Transportation Planning Organization transportation planning process subject to one Corrective Action (the review and update of a 1997 Memorandum of Understanding [MOU] outlining the roles and responsibilities of the TPO and its various planning partners regarding how to carry out the transportation planning process). The MOU was first drafted in 1997, and it was discussed in the 2005 and 2009 Federal Certification Reviews as a recommended item that needed to be reviewed and updated. During the 2013 Federal Certification Review, several aspects of the agreement were found to be out of date and need to be addressed and updated. FHWA and FTA are jointly certifying the CHCNGA TPO in 2013 with the understanding that the 1997 MOU will be reviewed and updated by July 17, 2014 (one year after the certification date) to ensure that everything in the 1997 MOU is in line with all Federal rules and regulations. Mr. Davis said that FHWA and FTA are committed to assisting the TPO through the process of updating the 1997 Memorandum of Understanding.</p> <p>Mr. Davis said that there are three broad outcomes that can result from the Certification Review process: (1) FHWA and FTA can jointly certify the transportation planning process for the TPO, (2) FHWA and FTA can jointly certify the transportation planning process for the TPO subject to certain Correction Actions being taken, or (3) FHWA and FTA can jointly decertify the transportation planning process for the TPO, in which case the Secretary of Transportation has the authority to put in place funding restrictions (withholding of certain funds from the area) until the planning agency can demonstrate that it has a certifiable plan in place. Fortunately, FHWA and FTA has not identified the need for funding restrictions for the CHCNGA TPO, and the CHCNGA TPO is certified subject to the one Corrective Action (1997 MOU being updated by July 17, 2014).</p> <p>Overall, Mr. Davis said that FHWA and FTA are very pleased with what they saw in Chattanooga and he highlighted several of the Commendations outlined in the Executive Summary (items that may be best practices for other MPOs in Tennessee or across the country): (1) The CHCNGA TPO is ahead by already having transit representation (CARTA) on the TPO Executive Board which is a new requirement for federal rules and regulations with MAP-21 (signed July 2012) which gives an integrative</p>

approach to decision making while ensuring that transit planning is a part of the transportation planning process in the Chattanooga area; (2) Also part of the new federal rules and regulations is the integration of transportation performance management aspects in the planning processes. The 2035 LRTP established the framework for examining the performance of the transportation system in the Chattanooga area, performance management measurements are being brought forward in the 2040 RTP, and FHWA and FTA commend the CHCNGA TPO for being proactive in integrating these types of considerations into their decision making; (3) FHWA and FTA commend the CHCNGA for advancing Complete Streets through planning, designing and construction ensuring that the transportation network in the Chattanooga area is multimodal and accommodates all users; (4) The TPO is recognized and commended for promoting and being a leader for regional collaboration in air quality conformity (IAC process) which improves the quality of life; and (5) FHWA and FTA are interested in the concept of the Chattanooga Bicycle Transit System (a shared system launched with CMAQ dollars). FTA was particularly impressed with this item, as the Chattanooga region looks toward development of a seamless system incorporated with buses and parking, and providing users with the experience of getting around the transportation system to carry out daily tasks without having to rely on an automobile.

Mr. Davis reviewed two of the Recommendations contained in the Executive Summary. These are items for improvement that will assist the TPO with the planning process in the future: (1) Although it is not in the Federal regulations, Mr. Davis highlighted the Recommendation (made by FHWA Georgia Division) for the TPO to develop a Continuity of Operations Plan (COOP) to ensure the stability of essential office functions in the event of a major event/emergency/disaster, and said that transportation is an important aspect in any emergency. Mr. Davis said that many planning organizations now have a COOP in place (particularly in Georgia and including FHWA [Nashville]). Mr. Davis encouraged the TPO to consider developing a COOP, and said that having a COOP in place could benefit the TPO moving forward; (2) Mr. Davis highlighted several Recommendations relative to increasing the coordination between the TPO and the state planning partners (TDOT and GDOT). There are several opportunities to align the statewide planning processes with the metropolitan processes in the Chattanooga area including the Strategic Highway Safety Plans. He said that State DOT's are required under Federal law to develop these plans to identify safety priorities (near and long-term) for their state-wide constituents. FHWA and FTA encourage the TPO to adopt a more active role in this process to help ensure that the interests of the Chattanooga area are being heard at the state level and that safety information is shared (bottom up / top down). Regarding MAP-21, Mr. Davis said that there are still a lot of details coming out (including performance management / rule making), and the TPO is encouraged to be proactive and engage their state-wide planning partners and transit partners to determine how to implement the MAP-21 rules and regulations.

Mr. Davis encouraged everyone to review the Executive Summary contained in the meeting packet for further details and referred everyone to the full Certification Review Report link provided in the meeting packet, stating that it explains everything in more detail including the transportation planning process. He said that FHWA and FTA are very pleased with what is going on in the CHCNGA TPO area overall, and that they are excited about their continuing relationship with the TPO. He thanked everyone for their participation in this interesting review process, and thanked the TPO Staff for their assistance in coordinating this extensive effort which began in November 2012. Mr. Davis then called for any questions or further discussion, invited anyone to contact him following the meeting, and said that there would be another Certification Review in 2017.

There were no questions or comments and Chairman Colby thanked Mr. Davis for his efforts and special presentation.

Copies of the Certification Report Executive Summary were contained in the meeting packet and available at the meeting. A link to the full document was provided in the meeting packet (http://www.chcrpa.org/2013_TPO_Certification_Review.htm).

CONCLUSIONS		
No Formal Action Required.		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
TPO will review and update the 1997 MOU (Corrective Action item) by July 17, 2014 (one year after the certification date).	Ms. Karen Rennich	July 17, 2014

ITEM 9. STAFF REPORTS

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION		
<p>Staff reports are verbally discussed as deemed necessary by TPO Staff, or if there are questions; otherwise, see written Staff Reports in the meeting packet:</p> <p>Notice of 2011-2014 TIP Adjustments/Modifications GDOT Title VI Training Green Trips Program Update ITS Architecture and Deployment Plan Update MAP-21 Find It Fund It Tool (Advocacy Advance) 2013 TPO TCC & Executive Board Calendar (Rev 8/6/13)</p> <p>Ms. Karen Rennich called attention to the GDOT Title VI Training (including ADA) announcement in Staff Reports and said that this is available to all Georgia jurisdictions (including Public Works personnel). She said that the 2013 TPO calendar (Rev 8 6 13) contained in the meeting packet is out of date, that new meeting dates were being determined to accommodate the changing TIP/RTP schedules, and a new calendar would be sent to TPO members in the next couple of days.</p> <p>Ms. Taylor said that future Staff Report sections will contain a "participation table" in the Green Trips Program Update on a regular basis (including fuel savings and reduction in GHG and other air pollutant emissions). She said that contact information for Ms. Jenny Park and Mr. Zach Meredith was contained in the packet. Ms. Taylor introduced Mr. Tim Moreland, a new Principal Planner in her department who is now assisting her and is available to respond to questions regarding the 2014-2017 TIP.</p> <p>Mr. Hardie Stulce, City of Soddy-Daisy, gave special appreciation to Representative JoAnne Favors and Representative Vince Dean (House Chairman of the Transportation Committee) for their support throughout the state and the region.</p> <p>Chairman Colby thanked Mr. Stulce and said that everyone would concur with his remarks, advised that the next TPO Executive Board meeting will be held on October 15, 2013 at the DRC (Conference Room 1A @ 1:30-3:00 P.M. Eastern), and the meeting was adjourned.</p>		
CONCLUSIONS		
No Formal Action Required.		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
TPO Staff will provide an updated 2013 TPO TCC & Executive Board Meeting Calendar to TPO Members.	Ms. Karen Rennich	Sent August 21, 2013

TPO EXECUTIVE BOARD MEETING

Role Call AUGUST 20, 2013

- Governor
- Commissioner
- Mayor
- Elected Representative
- County Mayor
- Elected Representative
- Elected Official

- Elected Official

- Chairman of the Board

- Chairman of the Board
- Director

- Elected Representative
- Elected Representative
- Elected Representative
- Mayor/Commission Representative
- Mayor/Commission Representative
- Mayor/Council Representative
- Mayor/Commission Representative
- Mayor/Council Representative
- Mayor/Commission Representative
- Mavor/Alderman Representative

- State of Tennessee
- Georgia Department of Transportation
- City of Chattanooga
- Chattanooga City Council
- Hamilton County
- Hamilton County Commission (209-7202)
- North Georgia Legislative Delegation
- Catoosa, Dade, Walker Counties, Georgia
- Tennessee Legislative Delegation, Hamilton County, Tennessee
- Chattanooga Area Regional Transportation Authority
- Chattanooga Metropolitan Airport Authority
- Chattanooga-Hamilton Co. Air Pollution Control Bureau
- Dade County, Georgia Government
- Walker County, Georgia Government
- Catoosa County, Georgia Government
- Chickamauga, Georgia
- Collegedale, Tennessee
- East Ridge, Tennessee
- Fort Oglethorpe, Georgia
- Lakesite, Tennessee
- Lookout Mountain, Georgia
- Lookout Mountain, Tennessee
- Red Bank, Tennessee
- Ridgeside, Tennessee
- Ringgold, Georgia
- Rossville, Georgia
- Signal Mountain, Tennessee
- Soddy-Daisy, Tennessee
- Walden, Tennessee

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QUORUM = 12