



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

1250 MARKET STREET
SUITE 2000
CHATTANOOGA, TN 37402
423-643-5900

NOVEMBER 4, 2014

**1:30-3:00 P.M.
EASTERN**

MEETING CALLED BY	Chairman John Bridger
TYPE OF MEETING	TECHNICAL COORDINATING COMMITTEE (TCC)
FACILITATOR	Ms. Karen Rennich, Deputy Director, Regional Planning Agency (RPA)
NOTE TAKER	Ms. Rozanne Brown, RPA
QUORUM	Present
ATTENDEES	See Attachment

ANNOUNCEMENTS	
PUBLIC COMMENTS	
OTHER ITEMS OF IMPORTANCE	Handouts: TDOT Commissioner's Letter: Solvency of the Federal Highway Trust Fund (October 24, 2014); TDOT Request – Transportation Asset Vulnerability to Extreme Weather Survey; TDOT 2014 Multimodal Access Grant Application; TDOT Multimodal Access Grant (2014 Guidelines); TDOT FY2015 Transportation Alternatives Instruction Booklet; TDOT FY2015 Transportation Alternatives Application; 2015 Safe Routes to School Program Guidelines and Application; 2040 Regional Transportation Plan Executive Summary; The Transportation Planning Process Key Issues (A Briefing Book for Transportation Decisionmakers, Officials, and Staff with Moving Ahead for Progress in the 21 st Century Act [MAP-21] A Summary of Highway Provisions); Sample TPO Executive Board Designee Letter; Limited English Proficiency (LEP) and RPA TITLE VI Packet; and 2015 TPO TCC & Executive Board Meeting Calendar.

Agenda Topics

ITEM #1. APPROVAL OF SEPTEMBER 16, 2014 TECHNICAL COORDINATING COMMITTEE (TCC) MEETING MINUTES

CHAIRMAN JOHN BRIDGER

DISCUSSION	Chairman John Bridger called the meeting to order, inquired if there were questions/comments regarding Item #1, or called for a motion to approve as presented.	
CONCLUSIONS	There being no questions/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 SEPTEMBER 16, 2014 TECHNICAL COORDINATING COMMITTEE (TCC) MEETING MINUTES	Mr. Joe Farrow City of Collegedale	Mr. Bob Colby Chattanooga-Hamilton County Air Pollution Control Bureau

STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #2. APPROVE FOR PUBLIC COMMENT AND RECOMMENDATION TO APPROVE BY RESOLUTION CONFORMITY REDETERMINATION REPORT

- **CARTA24 CMAQ Award for Service to Enterprise South**

**MS. BETSY EVANS
RPA STAFF**

DISCUSSION		
	<p>Ms. Betsy Evans said that this addendum to the Conformity Determination Report for the 2040 Regional Transportation Plan amends the document to include the non-exempt "CARTA Service to Enterprise South" project (TIP# CARTA24). The addendum describes the off-model methodology used to calculate the emissions changes due to the project and re-calculates the annual regional emissions analysis (see meeting packet Staff Report for details).</p> <p>Ms. Evans said that actions today are contingent upon IAC approval of the Technical Memorandum (currently being reviewed) for Conformity Redetermination on December 2, 2014, and a 14-day comment period.</p> <p>Mr. Bob Colby, Chattanooga-Hamilton County Air Pollution Control Bureau, inquired why there was a reason to have a redetermination. Ms. Evans said that this project is considered a non-exempt project and, although there was a tiny decrease in emissions, the change requires an update in the regional emissions analysis and a redetermination. Ms. Melissa Taylor said that the IAC/FHWA/EPA/and TDEC saw the service expansion as being regionally significant which was a deciding factor.</p> <p>Ms. Evans reiterated that she has not yet received comments from the IAC, and today's action is contingent on their approval on December 2, 2014.</p>	
CONCLUSIONS		
	<p>There being no questions/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 FOR PUBLIC COMMENT AND RECOMMENDATION TO APPROVE BY RESOLUTION CONFORMITY REDETERMINATION REPORT <ul style="list-style-type: none"> • CARTA24 CMAQ Award for Service to Enterprise South 	Mr. Todd Leamon Hamilton County	Mr. John Naylor Chattanooga Metropolitan Airport Authority
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #3. APPROVE FOR PUBLIC COMMENT AND RECOMMENDATION TO APPROVE BY RESOLUTION AN AMENDMENT TO THE 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

- **CARTA24**
- **RAILSTUDY**
- **SRTS**
- **CHATBIKELANES**
- **ITS-ATMS**

**MS. BETSY EVANS
RPA STAFF**

DISCUSSION		
	<p>Ms. Betsy Evans gave an overview of the TIP amendments and said that details were shown in the Old and New pages contained in the meeting packet.</p> <p>CARTA24 - See Item #2 (above) regarding the first project (CARTA24) which is a Congestion Mitigation & Air Quality Improvement (CMAQ) grant. The recommendation is to approve contingent upon IAC approval on December 2, 2014.</p>	

RAILSTUDY - Ms. Evans said that the City of Chattanooga was awarded a TIGER grant for the Rail Transit and Implementation Plan Study project (RAILSTUDY). She said that the description will change slightly ('23-mile long' and other words may be deleted/changed), and a meeting will be held with the City of Chattanooga to ensure consistency in the description on the TIP page and in the Scope. The updated description will be shown in the meeting packet for the TPO Executive Board.

SRTS - The Safe Routes to School Grant (SRTS) projects focus on increasing levels of walking and bicycling to Lakeside Academy, and Ms. Evans said that the City of Chattanooga was awarded this grant.

CHATTBIKELANES - The City of Chattanooga was awarded a CMAQ grant (CHATTBIKELANES) for protected bike lanes linking the downtown area, University of Tennessee at Chattanooga campus, and surrounding neighborhoods.

ITS-ATMS - The City of Chattanooga was awarded a CMAQ grant (ITS-ATMS) for the ITS Advanced Transportation Management Systems project to provide real-time center to center communications and data sharing.

Ms. Evans said the IAC concurred that all of the above projects (except CARTA24) are exempt on October 9, 2014.

Mr. Bert Kuyrkendall (City of Chattanooga) said that, depending on approval by TDOT Staff, the bike lanes project (CHATTBIKELANES) timeframe and some dollar amounts may be slightly changed, and he inquired if the changes could be made prior to the TPO Executive Board meeting. Ms. Evans replied that the changes could be made during the public comment period, that she would need official notice from TDOT that the changes can be made, and she will need the changes two weeks prior to the TPO Executive Board meeting scheduled December 16, 2014 to ensure that the Executive Board has the proper review time. Ms. Evans said that if the changes do not make the December 16, 2014 TPO Executive Board meeting agenda, an adjustment can easily be processed.

Chairman Bridger inquired if there were further questions/comments, and there were none.

CONCLUSIONS

There being no questions/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 FOR PUBLIC COMMENT AND RECOMMENDATION TO APPROVE BY RESOLUTION AN AMENDMENT TO THE 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) <ul style="list-style-type: none"> • CARTA24 • RAILSTUDY • SRTS • CHATTBIKELANES • ITS-ATMS 	Mr. Bert Kuyrkendall City of Chattanooga	Mr. Todd Leamon
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

**ITEM #4.
RECOMMENDATION TO
APPROVE BY RESOLUTION
FUNCTIONAL
CLASSIFICATION SYSTEM
OF STREETS REVISION
(TENNESSEE)**

**MS. ALEETA ZELLER
RPA STAFF**

DISCUSSION		
<p>Ms. Aleeta Zeller said that TDOT has requested that the TPO update the Functional Classification System of Streets (TN Portion) for submittal of the requested changes to FHWA in February 2015, and that there are three types of changes being processed:</p> <ol style="list-style-type: none"> 1. Over 68 miles of ramps are being added to the Functional Classification System of Streets. 2. All Urban Collectors have been classified as either Major or Minor Collectors (180 miles). 3. Requests for changes collected from TPO municipalities. <p>Ms. Zeller said that there may be a few adjustments to the lists contained in the meeting packet (mostly mapping), and she thanked everyone who was involved in submitting the requested changes.</p> <p>Responding to an inquiry from Mr. Todd Leamon, Hamilton County, regarding the ramps not previously being part of the FCS, Mr. Stacy Morrison (TDOT) said that, evidently, they had never been in the FCS, but that they need to be in the FCS for continuity (connecting the road and intersecting road). Mr. Morrison said that this is part of cleaning up some outstanding FCS details.</p> <p>Chairman Bridger called for any further discussion, and there was none.</p>		
CONCLUSIONS		
<p>There being no questions/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
RECOMMENDATION TO APPROVE BY RESOLUTION FUNCTIONAL CLASSIFICATION SYSTEM OF STREETS REVISION (TENNESSEE)	Mr. Stacy Morrison Tennessee Department of Transportation	Mr. Todd Leamon
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

**ITEM #5. RECOMMENDATION TO APPROVE BY RESOLUTION
AN AMENDMENT TO THE 2015 UNIFIED PLANNING WORK PROGRAM**

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION
<p>Referencing the TIP amendment for the 2014 TIGER Grant Rail Transit Implementation Plan Study (RAILSTUDY) awarded to the City of Chattanooga (see Item #3 above), Ms. Karen Rennich said that, through some communication between the City of Chattanooga, the TPO Staff and Federal partners, it was determined that all planning projects of this nature (other partners' planning studies) going on in our area should specifically be added to the Unified Planning Work Program (UPWP). Currently, only a general statement regarding studies is included in the UPWP.</p> <p>Therefore, Ms. Rennich said that the TPO's one-year 2015 UPWP is being amended to add "other partners' planning studies" to APPENDIX A (Transportation Studies), including the Rail Transit Implementation Plan Study (RAILSTUDY) along with its Scope, Cost and Project Description.</p>

Ms. Rennich said that the UPWP lays out the tasks and activities of the TPO and its partners. She said that, in order to make clear that the TPO Staff is partnering with the City of Chattanooga on the Rail Transit Implementation Plan Study (RAILSTUDY), and partnering with jurisdictions on any future similar projects/studies, the 2015 UPWP Task 7 (Regional Mid/Long-Range Transportation Planning) is also being amended to add "coordinate planning with member jurisdictions on their studies or other regional transportation planning-related projects." These are projects/studies using federal funds and their project specifics (Scope, Cost and Project Description) will be included in the UPWP Appendix A (not just a general statement). Ms. Rennich reiterated that being in Appendix A delineates these projects as "partnering projects" being done by TPO partners (not specifically being led by the TPO Staff).

Ms. Melissa Taylor said that all future federally funded project/studies of this nature (led by other partners) must be detailed in the UPWP, and that she will work with everyone to help ensure that this occurs.

Ms. Rennich said that, with the recommendation of the TCC, this Item #5 will go to the TPO Executive Board, while knowing that the RAILSTUDY Project Description may change to align with the TIP, and that the 2015 UPWP may be revised to reflect this change prior to the TPO Executive Board meeting.

Chairman Bridger inquired if there were other questions or comments, and there were none.

CONCLUSIONS		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
RECOMMENDATION TO APPROVE BY RESOLUTION AN AMENDMENT TO THE 2015 UNIFIED PLANNING WORK PROGRAM	Mr. Bert Kuyrkendall	Mr. John Agan Hamilton County Engineer
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
TPO Staff will follow to revise the 2015 UPWP Resolution to reflect a Project Description change for RAILSTUDY prior to the TPO Executive Board approval on December 16, 2014.	Ms. Karen Rennich	December 16, 2014

ITEM #6. NOTICE OF 2014 MULTIMODAL ACCESS GRANT PROCESS – APPLICATIONS DUE DECEMBER 10, 2014 (TN PORTION)

**MS. JENNY PARK
RPA STAFF**

DISCUSSION		
<p>Ms. Jenny Park said that TDOT announced this new state funded program last year, it is 95% TDOT funded (5% local match), the total project cost cannot exceed \$1 million, and projects should be serving bicyclists, pedestrians and transit users along a state highway. There is an option for an infrastructure project within one quarter of a mile of the state highway, but it must connect to that state highway. The projects do not have to go through the TIP process.</p> <p>Project applications must be submitted to TDOT by December 10, 2014. However, the deadline for submittal of applications to the TPO Staff is November 14, 2014 (end of day) to allow time for a selection process to be held if needed. Only two projects can be submitted to TDOT by the TPO and a selection committee meeting will be required if more than two applications are received by the TPO Staff. If a selection process is required, the TPO Members will be notified and invited to attend and participate in providing input for the project selection with the Multimodal Advisory Committee on November 21, 2014 (9:00 a.m., DRC/1A). With or without a selection process, this committee will meet in order to provide feedback to applicants.</p> <p>The Multimodal Access Grant guidelines and applications were available at the meeting on the handout table and on the TDOT website (see meeting packet Staff Report). Questions can be directed to Ms. Park at park_jenny@chattanooga.gov, or TPO@Chattanooga.gov.</p> <p>TDOT recently announced a Community Transportation Planning grant program which does not apply to TPO jurisdictions.</p> <p>Note: This item was shown as 2015 on the meeting Agenda in error. The correct year is 2014.</p>		
CONCLUSIONS		
No Formal Action Required		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Should a selection process be required, TPO Staff will invite the TPO Members to participate in the November 21, 2014 Multimodal Advisory Committee meeting (9:00 a.m. @ DRC/1A).	Ms. Jenny Park	November 21, 2014

ITEM #7. NOTICE OF 2014 ANNUAL OBLIGATED LIST OF PROJECTS FOR STATE & LOCAL GOVERNMENTS WITHIN THE TPO AREA (TENNESSEE, GEORGIA AND CHATTANOOGA AREA REGIONAL TRANSPORTATION AUTHORITY [CARTA])

**MS. BETSY EVANS
RPA STAFF**

DISCUSSION		
<p>Ms. Betsy Evans said that the TPO is required every year by federal legislation to share and publically advertise the Annual Obligated List of Projects in the TPO area (Tennessee, Georgia and the Chattanooga Area Regional Transportation Authority [CARTA]). This list includes Local, State and Transit Agency projects that are part of the TPO during FY 2014 (October 1, 2013 through September 30, 2014).</p> <p>Obligation means that the federal agency has authorized the expenditure of funds on a project for all or a phase of a project (example PE or Construction). An obligated dollar amount shown on the list which is less than the total amount of the project means that just a phase of the project was obligated during FY 2014. The total amount of the project is not shown (only the obligated amount).</p> <p>Ms. Evans said that the TPO Groupings were color coded and separated from the individual projects at the end of the list for clarity (includes GDOT and CARTA). On this list, TDOT provides a total amount for a Grouping, and not just the obligated amount.</p> <p>Ms. Evans said that TDOT is available to answer any specific questions.</p> <p>There were no further questions/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 publically advertise the 2014 Annual Obligated List of Projects for State & Local Governments within the TPO Area (Tennessee, Georgia and CARTA) prior to December 31, 2014 as required.	Ms. Betsy Evans	December 31, 2014

ITEM #8. NOTICE OF 2015 SAFE ROUTES TO SCHOOL GRANT PROCESS – APPLICATIONS DUE JANUARY 15, 2015 (TN PORTION)

**MS. JENNY PARK
RPA STAFF**

DISCUSSION
<p>Ms. Jenny Park said that TDOT has announced another cycle of 100% federally funded Safe Routes to School (SRTS) grants, and this is expected to be the last round of 100% federally funded SRTS grants. Under MAP-21, SRTS was consolidated into the Transportation Alternatives Program (TAP) requiring a 20% local match.</p> <p>This program focuses on the benefits of biking and walking to school. It is primarily an infrastructure program, but a small amount of encouragement/educational activity is required, along with the infrastructure.</p> <p>Ms. Park said that applications are due to be electronically submitted to TDOT by 3:00 p.m. on January 15, 2015, and applicants must have attended an SRTS workshop held in September in each TDOT region. Ms. Park said that a Letter of Support is required from the TPO for each project which can be provided by the TPO Staff. Ms. Park asked that anyone who is submitting an application, please contact her with any questions or for a Letter of Support to be submitted with the application.</p> <p>The 2014 SRTS grant awards were announced by TDOT in August 2014 (see meeting packet Staff Reports for full listing).</p>

CONCLUSIONS		
No Formal Action Required		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #9. STAFF REPORTS

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION		
<p>Staff reports are discussed selectively, or if there are questions. Status summaries and contact information were included in the meeting packet for the following projects and programs. There were no verbal presentations.</p> <ul style="list-style-type: none"> • Notice of 2014-2017 TIP Adjustments/Modifications • Data Collection Update • Green Trips Program Update • Grants and Grant Awards <ul style="list-style-type: none"> ▪ Upcoming Opportunity for TDOT CMAQ Diesel Rebate Program ▪ TDOT 2015 Transportation Alternatives Program – Applications Due November 3, 2014 ▪ TDOT 2014 Transportation Alternatives Program (Award Status) • Conferences and Education Campaign <ul style="list-style-type: none"> ▪ Getting to Better Outcomes from Public Engagement (December 17, 2014) • FHWA Releases BIKESAFE Guide as Part of New Bicycle and Pedestrian Safety Initiative • GDOT Statewide Strategic Plan Survey – Open Through November 21, 2014 • 2015 TPO TCC & Executive Board Meeting Calendar 		
CONCLUSIONS		
No Formal Action Required		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #10. PUBLIC COMMENTS AND OTHER ITEMS OF IMPORTANCE

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION		
<p>Chairman Bridger reminded everyone of the next TPO meetings, and called for further questions/comments:</p> <p>The next TPO Executive Board Meeting is December 16, 2014. The next TPO Technical Coordinating Committee (TCC) meeting is January 6, 2015.</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



REGIONAL PLANNING AGENCY
 Transportation Planning Organization
 1250 Market Street, Suite 2000
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 (423) 643-5900

CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA
 TRANSPORTATION PLANNING ORGANIZATION

TECHNICAL COORDINATING COMMITTEE (TCC) MEETING

NOVEMBER 4, 2014 (1:30 – 3:00 P.M. Eastern – DRC/IA)

NAME	REPRESENTATION	PLEASE CHECK ONE IF VOTING:	
		MEMBER	DESIGNEE
JOE FARROW	COLLEGE DALE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kevin Herlihy	TDOT	<input type="checkbox"/>	<input type="checkbox"/>
BETSY EVANS	RPA/TPO	<input type="checkbox"/>	<input type="checkbox"/>
JAVICE CAGLE	City of Soddy-Daisy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Burt Johnson	City of Soddy-Daisy	<input type="checkbox"/>	<input type="checkbox"/>
Jeremy Bryson	Catoosa County	<input type="checkbox"/>	<input type="checkbox"/>
Annie Powell	CARTA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Melissa Taylor	RPA/TPO	<input type="checkbox"/>	<input type="checkbox"/>
Carbin Davis	FHWA - TN	<input type="checkbox"/>	<input type="checkbox"/>
Jenny Park	RPA/TPO	<input type="checkbox"/>	<input type="checkbox"/>
Rozanne Brown	RPA/TPO	<input type="checkbox"/>	<input type="checkbox"/>
Aleeta Zeller	RPA/TPO	<input type="checkbox"/>	<input type="checkbox"/>
John Bridg	RPA/TPO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TODD LEAHON	HAMILTON COUNTY	<input checked="" type="checkbox"/>	<input type="checkbox"/>

