

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



1250 MARKET STREET
SUITE 2000
CHATTANOOGA, TN 37402

MINUTES

MAY 6, 2014

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

MEETING CALLED BY	CHAIRMAN JOHN BRIDGER
TYPE OF MEETING	TECHNICAL COORDINATING COMMITTEE MEETING (TCC)
FACILITATOR	MS. KAREN RENNICH, REGIONAL PLANNING AGENCY (RPA)
NOTE TAKER	MS. ROZANNE BROWN, RPA
QUORUM	Present
ATTENDEES	See Attachment

ANNOUNCEMENTS	Mr. Ryan Walker, Georgia Department of Transportation, was accompanied by and introduced other GDOT representatives who were present at the meeting including Ms. Caldine Brown, Ms. Lily Manavi, and Mr. Ronald Ashley.
PUBLIC COMMENTS	
OTHER ITEMS OF IMPORTANCE	Handouts: 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; Chattanooga-Hamilton County/North Georgia Data Collection Process and Schedule (Final Report April 17, 2014); Draft Fiscal Year 2015 Unified Planning Work Program (UPWP); Draft Transportation Planning Prospectus (05/02/2014); MAP-21 Fact Sheet: Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310; Navigating MAP-21 Workshop - Finding Funding for Biking & Walking (Chattanooga, July 10, 2014); and 2014 TPO TCC & Executive Board Meeting Calendar.

Agenda Topics

ITEM #1. APPROVAL OF THE MARCH 4, 2014
TPO TECHNICAL COORDINATING COMMITTEE (TCC)
MEETING MINUTES

CHAIRMAN JOHN BRIDGER

DISCUSSION	Chairman John Bridger called the meeting to order and called for introductions, following which he 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 THE MARCH 4, 2014 TPO TECHNICAL COORDINATING COMMITTEE (TCC) MEETING MINUTES	Mr. Ryan Walker Georgia Department of Transportation	Mr. Todd Leamon Hamilton County
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

**ITEM #2. OPEN FOR PUBLIC COMMENT AND RECOMMENDATION
TO APPROVE BY RESOLUTION AN AMENDMENT(S) TO THE
2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM**

**MS. BETSY EVANS
RPA STAFF**

- TDOT - Request for Orange Grove Capital Purchase Utilizing Funding from FTA 5310 Program
- GDOT – GA-0011682 Bridge Replacement on SR299

DISCUSSION		
<p>Ms. Betsy Evans said that there were two projects for the TIP amendment today:</p> <ul style="list-style-type: none"> • TDOT requested to add an Orange Grove project into the 2014-2017 TIP for the purchase of six vans for the Orange Grove Center with FTA Section 5310 funds. • GDOT - GA-0011682 – Bridge replacement project in Dade County on SR299 – to remove the Right-of-Way phase, add funds, and change the funding code to the Construction phase. <p>Ms. Evans said that both of these projects are contingent upon the IAC concurrence of their exempt status on May 7, 2014.</p> <p>Chairman Bridger inquired if there were questions/comments, or called for a motion to approve as presented.</p>		
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
<p>OPEN FOR PUBLIC COMMENT AND RECOMMENDATION TO APPROVE BY RESOLUTION AN AMENDMENT(S) TO THE 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM</p> <ul style="list-style-type: none"> • TDOT - Request for Orange Grove Capital Purchase Utilizing Funding from FTA 5310 Program • GDOT – GA-0011682 Bridge Replacement on SR299 	Mr. Stacy Morrison Tennessee Department of Transportation	Mr. Todd Leamon
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

**ITEM #3. RECOMMENDATION TO APPROVE BY RESOLUTION
THE FY 2015 UNIFIED PLANNING WORK PROGRAM (UPWP)**

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION
<p>Ms. Karen Rennich said that the activities, partners, and funding sources for the TPO work program are outlined in the Unified Planning Work Program (UPWP), and the proposed 2015 UPWP being presented for action today had previously been discussed with the TPO members and with the Georgia Advisory Committee (including Key Projects). She said that the TPO normally has a two year work program (usually adopted in August with an amendment about once each year to address any change in projects or funding). However, to align with the existing TDOT contract, there will be a one year 2015 UPWP, followed by a 2016-2017 UPWP next year (return to a two year cycle). The 2015 UPWP is for the period October 1, 2014 through September 30, 2015.</p> <p>Ms. Rennich said that the draft UPWP is not usually presented to the TCC prior to receipt of and satisfactory response to the comments made by state and federal partners. However, Ms. Rennich said that the TCC is being asked to take action today because the TDOT deadline of August 13, 2014 is before the August 19, 2014 TPO Executive Board meeting. Therefore, this expedited schedule is to take the 2015 UPWP to the TPO Executive Board for approval in June 2014 (rather than August). She said that the hope is that the TCC will recommend approval of the 2015 UPWP today so that it can go before the TPO Executive Board in June 2014, and avoid the necessity to reschedule any TPO meeting dates in order to meet the TDOT deadline.</p> <p>Ms. Rennich said that the preparation of the 2016-2017 UPWP will be moved up earlier in the year to meet TDOT's deadline, and that on-going tasks and major key projects will also be clarified separately next year.</p>

Ms. Rennich said that TDOT, GDOT, and FHWA have been requested to review the draft 2015 UPWP (they give a very thorough review), and comments are due back to the TPO Staff by June 5, 2014. Georgia Advisory Committee comments received were mostly for clarification and understanding of the projects, and no public comments have been received thus far.

Ms. Rennich reviewed the Key Projects in detail as outlined in the draft 2015 UPWP (see meeting packet Staff Report and draft document for details), along with funding amounts provided by TDOT & GDOT. She said that there may be a later amendment following approval of the 2015 UPWP regarding funds for the TDOT Multimodal Transportation Resources Division (5303 funds). About one-half of the existing contract was programmed for this year, and more information is pending receipt from the TDOT Multimodal Transportation Division regarding their plan cycle (due to questions which apply to all of the MPOs), and the contract appears to be delayed.

Responding to an inquiry by TCC Vice-Chairman Todd Leamon, Ms. Rennich said that the TPO TCC is being asked today to recommend approval of the 2015 UPWP contingent upon comments made by the state and local partners being satisfactorily addressed by the TPO Staff and final approval of the TPO Staff responses by the state and federal partners prior to presentation to the TPO Executive Board for approval on June 17, 2014, and no significant changes being made in the document.

Ms. Rennich gave examples of changes that would not be considered significant and said that, should any significant changes be required in the 2015 UPWP based on state and federal partner comments, the 2015 UPWP will be brought before the TPO TCC again on July 1, 2014, and before the TPO Executive Board in August 2014 (at a rescheduled meeting prior to the August 13, 2014 TDOT deadline). If no significant changes are required based on the state and federal comments, Ms. Rennich said that the TPO Members will be updated regarding approval of the state and federal comments by separate email prior to the June 17, 2014 TPO Executive Board meeting.

Responding to an inquiry regarding the total amount of funding in the 2015 UPWP, Ms. Rennich said that the 2015 UPWP funding table (Appendix C) shows the TDOT SPR funds used by the state for their planning work, TDOT and GDOT Planning funds, TDOT 5303 Multimodal funds, and FTA 5307 funds which are used by CARTA as the designated recipient. She said that the usual process also includes an amendment to roll over funds remaining from the prior year, which will probably be done for the 2015 UPWP.

Ms. Rennich encouraged everyone to review the draft 2015 UPWP (copies were available at the meeting), and to see her with any questions or comments.

Chairman Bridger inquired if anyone had any additional questions/comments, and called for a motion.

CONCLUSIONS

There being no further questions/comments, **a motion was made to approve contingent upon comments made by the state and federal partners being satisfactorily addressed by the TPO Staff and final approval of the response(s) made by the TPO Staff being received from the state and federal partners prior to TPO Executive Board approval, and no significant changes being made in the document; the contingent motion was seconded and the motion carried.**

TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
RECOMMENDATION TO APPROVE BY RESOLUTION THE FY 2015 UNIFIED PLANNING WORK PROGRAM (UPWP) CONTINGENT UPON COMMENTS MADE BY THE STATE AND FEDERAL PARTNERS BEING SATISFACTORILY ADDRESSED BY THE TPO STAFF AND FINAL APPROVAL OF THE RESPONSE(S) MADE BY THE TPO STAFF BEING RECEIVED FROM THE STATE AND FEDERAL PARTNERS PRIOR TO TPO EXECUTIVE BOARD APPROVAL, AND NO SIGNIFICANT CHANGES BEING MADE IN THE DOCUMENT.	Mr. Todd Leamon	Mr. Bert Kuyrkendall City of Chattanooga

STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
TPO Staff will respond to the state and federal partner comments and, if no significant changes are required, TPO Members will be advised by the TPO Staff regarding state and federal approval of TPO Staff response(s) to the state and federal comments by email prior to the June 17, 2014 TPO Executive Board meeting. If significant changes are required in the document based on the state and federal comments, the 2015 UPWP will be brought before the TPO TCC again by the TPO Staff on July 1, 2014, and before the TPO Executive Board in August 2014. TPO Staff will reschedule the August 19, 2014 TPO Executive Board meeting in order to meet the August 13, 2014 TDOT deadline.	Ms. Karen Rennich	June 17, 2014

**ITEM #4.
RECOMMENDATION
TO ENDORSE 2014
TRANSPORTATION
PLANNING PROSPECTUS**

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION

Ms. Karen Rennich said that the 2007 version of the Transportation Planning Prospectus documents the TPO partners, and the process (including public participation). She said that a Corrective Action (requirement for the TPO to take action on correcting something that is not in line with the required process) came out of the May 2013 Federal Certification Review, which was for the CHCNGA TPO to review and update a 1997 Memorandum of Understanding (MOU) concerning the continuing, comprehensive, and cooperative transportation planning process. The 1997 MOU was signed by several TPO partners and is out of date.

Ms. Rennich thanked Ms. Rozanne Brown, TPO Staff, for researching all of the TPO MOU/MOAs which have gone into place since the 1997 MOU, and said that an alternative proposal (other than updating the 1997 MOU) to comply with the Correction Action was made by the TPO Staff to FHWA and FTA. One of the proposed alternative solutions (agreed upon by the TPO's Federal partners) was to update the TPO Transportation Planning Prospectus (along with the proposed TPO / Chattanooga Area Regional Transportation Authority [CARTA] Memorandum of Agreement – see Item 8 of this agenda).

Ms. Rennich said that the 2007 Transportation Planning Prospectus partner list included only TPO TCC, Executive Board or IAC members, and is not reflective of the TPO's current partners (including Southeast Tennessee Human Resources Agency [SETHRA], Hamilton County Railroad Authority, and others). The 2014 TPO Transportation Prospectus includes a more robust list of the TPO partners reflecting the multimodal aspect of the TPO which has developed since 2007. It reflects name or division changes for several organizations, all existing TPO MOU/MOAs, the TPO TCC and Executive Board By-Laws, a map of the TPO planning area, contact information, and a list of changes that could trigger a need to update the Prospectus. The updated Prospectus reflects who the TPO is with the role of the TPO Staff, TPO TCC and Executive Board Members being defined. It talks about the planning area and major TPO documents (Regional Transportation Plan, Transportation Improvement Program [TIP], and Unified Planning Work Program), the public participation process, and points to the adopted Participation Plan. Ms. Rennich thanked all of the participating organizations who reviewed and updated their information contained in the draft 2014 Prospectus.

Ms. Rennich said that the TPO TCC is being asked to recommend endorsement of the 2014 Transportation Planning Prospectus today (rather than a recommendation to approve) because it contains the TPO TCC and Executive Board By-Laws which are amended occasionally and the MOU/MOAs which may need updating with changes which are not substantial. Endorsement will allow the TPO to revise the other documents contained within the Prospectus, without the need for a full amendment and approval process for the Prospectus. Copies of the 2014 Transportation Planning Prospectus were available on the table at the meeting, and it has been on the RPA/TPO website for several weeks (with only minor changes since the posting). Both the 2007 Prospectus and 2014 Prospectus can be viewed at: http://www.chcrpa.org/TPO_reorganized/About_the_TPO/TPO_Prospectus.htm.

Responding to an inquiry from TCC Vice Chairman Todd Leamon regarding the TPO Executive Board By-Laws contained in the draft 2014 Prospectus relative to the critical vote process and weighted factors based on population, Ms. Rennich said that the TPO Executive Board By-Laws contained in the draft 2014 Prospectus are being updated and the proposed pending changes include clarification of the critical vote process, update of the 2000 U.S. Census Bureau data to the 2010 data, and weighted critical vote factors by jurisdiction (with minimal change in the number of votes). The proposed amended TPO Executive Board By-Laws are going before the TPO Executive Board on June 17, 2014, and these items were discussed at the last TPO Executive Board meeting on April 15, 2014. Ms. Melissa Taylor gave an example of when a critical vote was called and said that, during the Transportation Improvement Program development, a jurisdiction placed a notice of their intention to call for a critical vote in the newspaper prior to the vote being taken on a project list.

Ms. Rennich said that, at the last TPO Executive Board meeting, the TPO Executive Board Members requested that the TPO Staff provide the updated TPO Executive Board By-Laws (including critical vote clarification, 2010 U.S. Census data, and updated weighted vote factors by jurisdiction) to them prior to the next TPO Executive Board Meeting (June 17, 2014).

The Nashville and Memphis MPOs have a critical vote in their TPO Executive Board By-Laws. The Knoxville MPO currently does not have a critical vote and would like further information regarding the action taken by the CHCNGA TPO.

Chairman Bridger thanked the TPO Staff and organizations for their work in updating the Prospectus, inquired if there were any further questions/comments, or called for a motion.

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
RECOMMENDATION TO ENDORSE 2014 TRANSPORTATION PLANNING PROSPECTUS	Mr. Todd Leamon	Mr. Joe Farrow City of Collegedale
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
The TPO Staff will provide the requested updated information (proposed revised TPO Executive Board By-Laws including critical vote clarification, 2010 U.S. Census data, and updated weighted vote factors by jurisdiction) to the TPO Members prior to the June 17, 2014 TPO Executive Board meeting.	Ms. Karen Rennich	June 17, 2014

ITEM #5. APPROVE BY RESOLUTION AN AMENDMENT TO THE TECHNICAL COORDINATING COMMITTEE (TCC) BY-LAWS REGARDING REPRESENTATION

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION		
<p>Ms. Karen Rennich said that several needs to revise the TPO Technical Coordinating Committee By-Laws regarding representation have arisen over the past year and are being proposed today. She recapped the City of Chattanooga and Hamilton County proposed changes in representatives (positions) for their organizations as outlined in the meeting packet, which do not change the number of votes for either organization or the TCC. Regarding multimodal representatives on the TCC, the TPO Staff has previously discussed the changes being proposed with the TPO Members (see meeting packet), there is no change in the number of TCC votes with these changes, and the positions will be more reflective of the TPO's multimodal approach to planning.</p> <p>Ms. Rennich said that a later change regarding the TCC membership may be necessary regarding the Georgia Advisory Committee and Hamilton County Railroad Authority. Staff is awaiting further information from these organizations.</p> <p>Chairman Bridger inquired if there were any questions/comments, or called for a motion.</p>		
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 BY RESOLUTION AN AMENDMENT TO THE TECHNICAL COORDINATING COMMITTEE (TCC) BY-LAWS REGARDING REPRESENTATION	Mr. Stacy Morrison	Mr. John Naylor Chattanooga Metropolitan Airport Authority
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #6. RECOMMENDATION TO ENDORSE CHATTANOOGA-HAMILTON COUNTY / NORTH GEORGIA DATA COLLECTION PROCESS AND SCHEDULE

**MS. YUEN LEE
RPA STAFF**

DISCUSSION		
<p>Ms. Yuen Lee said that the CHCNGA Data Collection Process and Schedule was prepared to ensure that the short and long-term data collection needs of the TPO are identified and addressed in order to meet the current Federal Transportation planning requirements (specifically for the Regional Transportation Plan, Transportation Improvement Program, Travel Demand Model, and Congestion Management Process). She said that the TPO Staff wants to ensure that resources are maximized (perhaps purchasing existing data), and that the data collected will help with doing the Performance Measures and budget planning.</p> <p>This draft document (outlining 15 different data needs) was sent to the University of Tennessee and to the TPO Consultant who help with the transportation model, and they both had concerns about using some of the purchased cellular data because some technology cannot distinguish between local and interstate traffic at some locations with parallel streets. Because of this, it has been decided to buy cellular data (because of the TPO's limited resources) for mainly major streets, and spend some money to collect some data (volume and traffic time) with traditional methods and spot check the cellular data on main corridors (perhaps now and in the future if necessary). Ms. Lee said that the cell data does not collect bike/ped data, and Ms. Taylor said that other cities have probably collected bike/ped data and there may be a way to do so. Responding to an inquiry from Mr. Bert Kuyrkendall, City of Chattanooga, Ms. Lee said that it may be possible to look at local streets as well, if the City of Chattanooga is interested in doing so, which would increase the cost. She said that it may be best to do a preference survey to determine the reason for low transit ridership, since she does not expect much change from the 2010 transit ridership study.</p> <p>Ms. Lee said that the TPO Consultants estimate the required data cost to be \$300,000 (as proposed) for 2014, and no new data has been added. The kickoff is expected to begin in Summer 2014 with data collection in September/October 2014.</p> <p>Chairman Bridger said that this document will basically be the guide (database) for moving forward to update the next Regional Transportation Plan. He encouraged the jurisdictions to talk with Ms. Lee if the data will be of assistance to their jurisdiction. He then inquired if there were questions or any further discussion, or called for a motion to approve.</p> <p>The draft document was available at the meeting and can be viewed on the RPA/TPO website: http://www.chcrpa.org.</p>		
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
RECOMMENDATION TO ENDORSE CHATTANOOGA-HAMILTON COUNTY / NORTH GEORGIA DATA COLLECTION PROCESS AND SCHEDULE	Mr. John Naylor	Mr. Bert Kuyrkendall
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #7. RECOMMENDATION TO APPROVE BY RESOLUTION MEMORANDUM OF AGREEMENT WITH CLEVELAND MPO ON INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

**MS. YUEN LEE
RPA STAFF**

DISCUSSION		
<p>Ms. Yuen Lee said that both the CHCNGA TPO and the Cleveland Urban Area MPO have their own Intelligent Transportation System. However, the Interstate 75 (I-75) Fog Detection System control center is located in Hamilton County and is activated by the Tennessee Highway Patrol in Chattanooga. Because of this location, the I-75 Fog Detection System is included in the CHCNGA ITS Architecture and Deployment Plan.</p> <p>This Memorandum of Agreement with the Cleveland Urban Area MPO is part of the Chattanooga-Hamilton County/North Georgia ITS Architecture & Deployment Plan adopted on April 15, 2014 and it was also a part of the 2010 ITS Architecture & Deployment Plan. The MOA documents the mutual agreement, coordination and cooperation regarding the ITS Architecture and Deployment Plan development and maintenance between the Cleveland Urban Area MPO and the Chattanooga-Hamilton County/North Georgia TPO.</p> <p>Ms. Karen Rennich said that this MOA is going before the Cleveland Urban Area MPO in May 2014 for review and to their Executive Board in July 2014 for approval. She said that there is time to make any changes needed to the MOA which stresses the planning coordination between the two organizations.</p> <p>Chairman Bridger called for questions/comments, or a motion to approve.</p>		

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
RECOMMENDATION TO APPROVE BY RESOLUTION MEMORANDUM OF AGREEMENT WITH CLEVELAND MPO ON INTELLIGENT TRANSPORTATION SYSTEMS (ITS)	Mr. Stacy Morrison	Mr. Todd Leamon
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

**ITEM #8. RECOMMENDATION TO APPROVE BY RESOLUTION
MEMORANDUM OF AGREEMENT – CHATTANOOGA AREA REGIONAL
TRANSPORTATION AUTHORITY (CARTA)**

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION		
<p>Ms. Karen Rennich said that the TPO is required by Federal legislation (see meeting packet Staff Report) to have an agreement in place with public transportation providers to determine their responsibilities. This agreement was previously reflected in the 1997 MOU which is not being updated.</p> <p>Ms. Rennich said that the second part of the alternative proposal made by the TPO Staff for satisfying the Federal Certification Review Corrective Action requirement (and approved by the TPO's Federal partners) was to have a stand-alone agreement (MOA) between the CHCNGA TPO and the Chattanooga Area Regional Transportation Authority (CARTA).</p> <p>This stand-alone agreement (drafted in conjunction with CARTA representatives) is a written working agreement reflecting a process which is already in place between the CHCNGA TPO and CARTA (similar to the agreement between the CHCNGA TPO and the Cleveland Urban Area MPO for ITS). It specifically addresses the Regional Transportation Plan, Transportation Improvement Plan, and Annual Obligated List of Projects, outlines the responsibilities of the CHCNGA TPO and CARTA, and documents the TPO's agreement with public transportation providers and their involvement in the TPO. Ms. Rennich inquired if there were any questions, and said that she would defer any questions for CARTA to Ms. Annie Powell, who was present at the meeting.</p> <p>Ms. Rennich said that the transit operator agency, Southeast Tennessee Human Resources Agency (SETHRA), is not specifically listed in this MOA (other than for any potential relationship they may have with CARTA). The CHCNGA TPO / SETHRA partnership is described in the 2014 Transportation Planning Prospectus (discussed in agenda Item #4). She said that agreements may be needed with additional transit operators in the future.</p> <p>Ms. Rennich said that it is the intention of the TPO Staff to keep all of the TPO agreements current, and that stand-alone agreements are easier to update than one document like the 1997 MOU with many signatures which becomes challenging to update.</p> <p>The CARTA MOA has been reviewed by FTA and FHWA, and Ms. Rennich said that she very much appreciates the willingness of the Federal partners to work with the TPO Staff on the alternative proposal. The CARTA MOA will go before the TPO Executive Board on June 17, 2014 contingent upon TCC action today.</p> <p>Chairman Bridger called for questions/comments, or a motion to approve as presented.</p>		
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
RECOMMENDATION TO APPROVE BY RESOLUTION MEMORANDUM OF AGREEMENT – CHATTANOOGA AREA REGIONAL TRANSPORTATION AUTHORITY (CARTA)	Mr. John Naylor	Mr. Ryan Walker
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #9. OFFICIAL NOTICE OF SUPPLEMENTAL CALL FOR PROJECTS AND PROJECT SELECTION PROCESS FOR STP-M (M-230) AND TAP UNPROGRAMMED FUNDS (GA PORTION)

**MS. BETSY EVANS
RPA STAFF**

DISCUSSION		
<p>Ms. Betsy Evans said that the Supplemental Call for Projects for the Georgia side officially opened May 5, 2014. There is approximately \$464,000 of Federal share for the STP-M (local share or M230) funds on the Georgia side, and approximately \$129,000 for TAP funds which are unprogrammed (Georgia side). Ms. Melissa Taylor said that the federal share could be multiplied by .25 to get the total amount that would be programmed into the TIP.</p> <p>The STP funds came from a project which was removed from the Transportation Improvement Program (TIP) making the funds available. The TAP funds are from the Bike/Ped Grouping created last fall when Ms. Jenny Park, TPO Staff, held a Call for Projects for the TAP funds for which no project applications were submitted (Georgia side) when the TPO was originally working on development of the 2014-2017 TIP.</p> <p>Ms. Evans said that the TPO Staff met with the Georgia Advisory Committee on April 29, 2014 to discuss the projects, process for the Call for Projects, and what would be needed for the application. A Call for Projects Survey Link (which is acting as the application) was sent out to the Georgia jurisdiction representatives on May 5, 2014, and was also included in the meeting packet (https://www.surveymonkey.com/s/gatapm230).</p> <p>Following close of the Call for Projects on May 27, 2014, the TPO Staff will evaluate and score the projects using the Community to Region Performance Framework established in the 2040 Regional Transportation Plan. The TPO Selection Committee will then use the scores to suggest project rankings before staff submittal to the TPO TCC to open for public comment and recommendation to approve amendment of the projects into the 2014-2017 TIP.</p> <p>Ms. Evans requested that anyone with questions regarding the process or eligible projects contact her directly, and she said that some potential Rails-to-Trails projects (extending south) had been mentioned. The City of Fort Oglethorpe is possibly interested in a Bike Share station, and Ms. Jenny Park said that there is some interest by Walker County in a potential project. There may be some advocacy efforts to build support, and there is a work session taking place next week, but Walker County is not ready to move forward with the project at this time.</p> <p>Further information is available from FHWA at: http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm.</p> <p>Chairman Bridger called for questions/comments, and there were none.</p>		
CONCLUSIONS		
No Formal Action Required		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #10. NOTICE OF NEW PUBLIC PARTICIPATION PLAN AND PROCESS

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION		
<p>Ms. Karen Rennich said that the Participation Plan was adopted in 2007, and it has been amended three times (pieced together) to reflect changes in legislation or other needed changes. She said that the TPO Staff is beginning the process to prepare a new document which will be more useable, effective, reflective of legislation, and work better for the TPO and TPO partners. This will be a joint effort across TPO Staff divisions, since it impacts all of the products coming out of all of the divisions.</p> <p>Ms. Rennich said that the Participation Plan outlines the actions and timeline for what the TPO must do for specific transportation processes (like the development/adoption of the TIP). It outlines the required outreach, how many public meetings are required, and how long the specific item must stay open for public comment.</p> <p>Responding to an inquiry regarding the time required to update the Participation Plan, Ms. Rennich said that this is a very robust document which requires more time than many processes for public input and State and Federal partner review/comment. She expects the development/adoption cycle of the new document to require several months (perhaps up to a year), and it must follow the schedule as currently outlined in the Participation Plan.</p> <p>Ms. Melissa Taylor said that eight months has been the average time required for past amendments to this document, and commented on the details of the changes that the TPO Staff would like to incorporate into the new document, especially changes in the tables. One table defines the processes (and types of processes), and one table outlines the timeline required for each process. She said that some processes require more or less time than what is currently outlined in the table, and TPO Staff will work together to recommend a more clear/effective document and tables.</p> <p>Ms. Rennich requested that everyone review the 2007 Participation Plan available on the RPA/TPO website: http://www.chcrpa.org (see TPO Meeting Schedule / Public Participation). She requested that any comments be sent to her regarding how the TPO conducts meeting business or public outreach, and said that the TPO Staff will be providing updates and opportunities for TPO Members to provide input and feedback on the new Participation Plan.</p> <p>Chairman Bridger said that the TPO Staff will use all of the tools available (including social media) to obtain input for the new Participation Plan document. He inquired if there were any further questions/comments, and there were none.</p>		
CONCLUSIONS		
No Formal Action Required		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
The TPO Staff will provide document drafts to TPO Members for input/feedback, provide ample opportunity for input, and use all of the tools available (including social media) to obtain input for the new Participation Plan document.	Ms. Karen Rennich	

ITEM #11. OFFICIAL NOTICE OF FTA 5310 TRANSIT PROGRAM CALL FOR PROJECTS & PROJECT SELECTION PROCESS

**MS. JENNY PARK
RPA STAFF**

DISCUSSION		
<p>Ms. Jenny Park said that the FTA 5310 Transit Program is for Enhanced Mobility of Seniors and Individuals with Disabilities under MAP-21, and it has previously been discussed with TPO Members. It is an FTA program designed to improve mobility for seniors and individuals with disabilities throughout the country by removing barriers to transportation services and expanding the transportation mobility options available.</p> <p>The Chattanooga Area Regional Transportation Authority (CARTA) is the TPO's designated recipient for the FTA 5310 funds and will issue the Call for Projects for FY13 and FY14 (total fund amount available for the TPO Area is \$802,129). Capital projects are eligible (55% of the funds) as well as some operating projects (45%). See the meeting packet for details regarding eligible recipients and activities, application instructions and funding amounts and maximums.</p> <p>To be eligible for the 5310 funds, Ms. Park said that a project needs to be derived from the Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan) adopted by the TPO Executive Board on April 15, 2014. See the meeting packet Staff Report for the three funding priorities which were established by the Coordinated Plan, and organizations who are eligible, and the MAP-21 Section 5310 Fact Sheet which was available on the handout table.</p>		

As the designated recipient for the FTA 5310 funds, CARTA has the responsibility for administering the Call for Projects in coordination with the TPO. The Call for Projects will open May 12, 2014, and an informational meeting for those organizations interested in applying (and for anyone else who wishes to attend) will be held on May 2, 2014 (10:00-11:00 a.m.) at CARTA's Administrative Offices (headquarters). The deadline for application submittal is Friday, June 6, 2014 (5:00 p.m. EST), and applications may be emailed to Ms. Park at tpo@chattanooga.gov (see meeting packet for guidelines). The TPO Staff and CARTA will work with applicants to answer any questions, and the Human Services Transportation Committee will participate in the project selection process.

Responding to an inquiry, Ms. Park said that the Committee did discuss the eligibility of ADA access related projects (existing bus stops) but that they did not make the priority list because of existing conditions, and since there is not a lot of money available. Ms. Annie Powell, CARTA, said that ADA access projects are not in the current Coordinated Plan and are not being considered by CARTA during this process, although they may be considered in the future. CARTA is installing 18-19 new bus stations with sidewalks (using different funds). Ms. Park said that the Coordinated Plan will be updated to coincide with the next Regional Transportation Plan (RTP) in order to get them on the same schedule.

Responding to an inquiry regarding alternatives to public transportation, Ms. Park said that there are a number of human resource agencies and non-profit providers in the TPO Area providing assistance to seniors and disabled individuals which are not necessarily public transportation, and some of their representatives are on the Human Services Transportation Committee. She said that the 2040 RTP transit gap analysis was used to help determine the three implementation priorities for the 5310 funds, which looked at where there are higher concentrations of seniors, individuals with disabilities, and people with low incomes. Feedback from the On-Board Survey conducted by the TPO Staff in coordination with CARTA in 2010 was also considered. Two areas stood out as needing additional services – the City of East Ridge and the City of Red Bank.

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

Additional information is available in the meeting packet Staff Report, in a Fact Sheet available on the meeting handout table, and on the web at: <http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm>.

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

ITEM #12. 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.</p> <ul style="list-style-type: none"> • Notice of 2014-2017 TIP Adjustments/Modifications • Green Trips Program Update • Alabama DOT Air Quality Agreement • Grants and Grant Awards <ul style="list-style-type: none"> ▪ 2013 TDOT Multimodal Access Fund Awards Announcement • Conferences and Education Campaign <ul style="list-style-type: none"> ▪ Tennessee Bike Summit (Nashville, May 14-16, 2014) ▪ Navigation of MAP-21 Workshop (July 10, 2014) • TDOT I-24 Corridor Study Final Report (March 2014) • TDOT Project Status (April 11, 2014) • 2014 TPO TCC & Executive Board Meeting Calendar (No Formal Action Required)

Regarding the Green Trips Program, Ms. Melissa Taylor said that a PowerPoint presentation will be made at the June 17, 2014 TPO Executive Board meeting, and she invited everyone to attend or contact the TPO Staff with any questions.

Ms. Taylor asked Ms. Jenny Park to recap details regarding the Navigating MAP-21 Workshop (facilitated by Advocacy Advance) to be held in Chattanooga on July 10, 2014, and she thanked Ms. Park for her special efforts in securing this professional/formalized workshop for our city. Ms. Park covered the details as outlined in the meeting packet Staff Report and invited everyone to register online for the free one-day workshop at:

<http://www.advocacyadvance.org/trainings/registration/chattanooga-tn>. She said that Advocacy Advance is a partnership between the League of American Bicyclists and Alliance for Biking & Walking, and the workshop will bring together local advocates to discuss improvements they would like to see for biking and walking infrastructure in their communities with agency staff, elected officials and three Federal expert representatives. The workshop will cover funding options for bike/ped projects at the state and local level, as well as describe the amount of funding currently being spent at all levels. Ms. Park said that the workshop (with limited seating and lunch provided) is for both Tennessee and Georgia TPO members and for any of their colleagues who are working on bike/ped project applications. Ms. Park may be reached for questions at: park_jenny@chattanooga.gov or 423.643.5938.

In 2010, Ms. Taylor said that the Environmental Protection Agency (EPA) issued a finding of insignificance for PM_{2.5} and NOx for the Jackson County, Alabama portion of the tri-state nonattainment area (a do-nut area in the TN-GA-AL air quality performance compliance). As a result, Alabama is no longer required to conduct regional emissions analyses. For this reason, the CHCNGA TPO is absolving an existing agreement (dated January 9, 2007) with the Alabama Department of Transportation (ALDOT) for air quality related compliance (see Memorandum dated April 8, 2014 - copy contained in the meeting packet). Any additional transportation conformity responsibilities for the Jackson County, Alabama area will be handled by ALDOT or through new agreements as a result of future EPA findings, and the CHCNGA TPO no longer has any responsibility. Some ALDOT representatives will continue to participate in the CHCNGA TPO Interagency Coordinating Committee (IAC) process to facilitate communication or address any future concerns.

Chairman Bridger inquired if there were other question/comments, and there were none.

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

ITEM #13. PUBLIC COMMENTS AND OTHER ITEMS OF IMPORTANCE

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION
The next TPO Executive Board Meeting is June 17, 2014. The next TPO Technical Coordinating Committee (TCC) meeting is July 1, 2014.

CONCLUSIONS		
There being no further questions or comments, the meeting was adjourned by Chairman Bridger.		
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)

May 6, 2014 (1:30 p.m. Eastern – DRC/1A)

TCC MEMBERS:

<u>NAME</u>	<u>REPRESENTATION</u>	<u>PLEASE "CHECK" IF VOTING</u>
TODD LEAMON	HAMILTON COUNTY	✓
Karen Remick	RPA/TPO	
Jenny Park	RPA/TPO	
JOE BARBER	COLLEGE DAUG	✓
Ronald Ashley	GDOT	
Lily Manavi	GDOT	
Caldine Brown	GDOT	
JOHN AGAN	HAMILTON COUNTY	
C. RYAN WALKER	GDOT - Planning	✓
Jeremy Byson	Catoosa County	✓
Mark Deming	City of East Ridge	✓
Myra Chris	SIS/SST/TM	
Rozanne Brown	RPA/TPO	
Melissa Taylor	RPA-TPO	



CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA
TRANSPORTATION PLANNING ORGANIZATION

TECHNICAL COORDINATING COMMITTEE (TCC)

May 6, 2014 (1:30 p.m. Eastern - DRC/1A)

TCC MEMBERS:

PLEASE "CHECK"
IF VOTING

<u>NAME</u>	<u>REPRESENTATION</u>	<u>PLEASE "CHECK" IF VOTING</u>
Chad Reese	SETOD	<input checked="" type="checkbox"/>
Philip Pugh	outside Chattanooga RPA	<input type="checkbox"/>
Scott Allen	FHWA-TN	<input type="checkbox"/>
Bert Kuykendall	City of Chatt.	<input checked="" type="checkbox"/>
D. Stuy Mann	TDOT	<input checked="" type="checkbox"/>
Annie Powell	CARTA	<input checked="" type="checkbox"/>
John Dwyer	CMVA	<input checked="" type="checkbox"/>
John Bridger	RPA	<input type="checkbox"/>
Bobby Evans	RPA	<input type="checkbox"/>
		<input type="checkbox"/>