

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



MINUTES

AUGUST 19, 2014

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

1250 MARKET STREET
SUITE 2000
CHATTANOOGA, TN 37402

MEETING CALLED BY	Chairman Todd Leamon
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	See Attachment

ANNOUNCEMENTS	Chairman Todd Leamon called the meeting to order and TDOT Commissioner John Schroer addressed the group.
PUBLIC COMMENTS	
OTHER ITEMS OF IMPORTANCE	Handouts: TDOT Project Status (July 14, 2014); 2040 Regional Transportation Plan Executive Summary; Growing Forward Information Card; National Inter-disciplinary Traffic Incident Management Train the Trainer Workshop (August 19-20, 2014, Chattanooga; Tennessee); Safe Routes to School Training (2014); TDOT FY2015 Transportation Alternatives Instruction Booklet and Application; Tools to Increase Biking and Walking / Chattanooga Regional Federal Funding Profile (Advocacy Advance); 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 2014 TPO TCC & Executive Board Meeting Calendar.

Agenda Topics

ITEM #1. APPROVAL OF JUNE 17, 2014 TPO
EXECUTIVE BOARD MEETING MINUTES

CHAIRMAN TODD LEAMON

DISCUSSION		
	Chairman Todd Leamon 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 JUNE 17, 2014 TPO EXECUTIVE BOARD MEETING MINTUES	Mr. Billy Cooper City of Ridgeside	Mr. Blythe Bailey City of Chattanooga
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #2. APPROVE BY RESOLUTION AN AMENDMENT TO THE 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
 • GDOT – GA0007545 – Catoosa County 3R Improvements

MS. BETSY EVANS
RPA STAFF

DISCUSSION		
<p>Ms. Betsy Evans said that the old and new TIP pages and resolution were contained in the packet for this amendment, which is for Catoosa County 3R Improvements and adds a construction phase. Therefore, this is an amendment rather than an adjustment, although it is a smaller dollar amount. The TCC recommended for approval by resolution on July 1, 2014, and the IAC concurred with the exempt status of the project on May 13, 2014.</p> <p>Chairman Leamon inquired if there were questions or comments, and there were none.</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 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) • GDOT – GA0007545 – Catoosa County 3R Improvements	Mr. Dave Cox Georgia Department of Transportation	Commissioner Chester Bankston Hamilton County
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #3. APPROVE BY RESOLUTION FUNCTIONAL CLASSIFICATION SYSTEM OF STREETS REVISION (GEORGIA PORTION)

MS. ALEETA ZELLER
RPA STAFF

DISCUSSION		
<p>Ms. Aleeta Zeller said that the Georgia Department of Transportation began this process in February 2014 by requesting that the TPO coordinate with local governing authorities to review the Functional Classification of Streets. The TPO contacted the Georgia TPO partners in March 2014 asking them to review their street classifications, and to complete a justification sheet for each revision they wished to submit.</p> <p>Ms. Zeller said that twenty-four recommendations and requests were received from the Georgia partners which were contained in the meeting packet, and that the TPO Executive Board was being asked to approve them today. She said that, following approval, the TPO Staff would forward the recommendations and requests to GDOT for their review and submittal to Federal Highway, and that the TPO should have the federal response by the end of this year.</p> <p>A consolidated map of the twenty-four recommendations and requests was contained in the meeting packet, along with details for each, and the entire packet of information can be viewed at the http://www.chcrpa.org website.</p> <p>Ms. Zeller called for questions or comments, and there were none.</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 FUNCTIONAL CLASSIFICATION SYSTEM OF STREETS REVISION (GEORGIA PORTION)	Mr. Ted Rogers City of Collegedale	Mr. Dave Cox
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
TPO Staff will submit the twenty-four recommendations and requests to GDOT for approval and submittal to FHWA.	Ms. Aleeta Zeller	August 20, 2014

ITEM #4. APPROVE BY RESOLUTION AN AMENDMENT TO THE 2013-2014 UNIFIED PLANNING WORK PROGRAM (UPWP)

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION		
<p>Ms. Rennich said that the TPO is in the process of getting a new contract with the TDOT Multimodal Resources Division, and as part of that contract, this revision to the UPWP would program funds into two categories (Administration and Public Transit Agency). Ms. Rennich said that this will allow funds to be expended during this FY 2014 (ending September 30, 2014), and that no new work is being added to the program. The TCC recommended approval by resolution on July 1, 2014.</p> <p>Chairman Leamon called for questions or comments, and there were none.</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 2013-2014 UNIFIED PLANNING WORK PROGRAM (UPWP)	Mr. Bob Colby Chattanooga-Hamilton County Air Pollution Control Board	Mr. Stacy Morrison Tennessee Department of Transportation
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #5. APPROVE BY RESOLUTION DESIGNATED RECIPIENT OF SECTION 5307 FEDERAL TRANSIT FUNDS

**MS. MELISSA TAYLOR
RPA STAFF**

DISCUSSION		
<p>Ms. Melissa Taylor said that, in order for transit authorities to receive funds for many of the federal transit programs, there is a required Designated Recipient. The TPO was notified that there was no Designated Recipient letter signed by the Governor of Tennessee on file for the FTA Section 5307 funds. The TPO Staff determined that a resolution was approved on June 17, 2003 by the TPO Executive Board (copy contained in the meeting packet), which approved a Designated Recipient (Chattanooga Area Regional Transportation Authority [CARTA]). However, the TPO Staff felt that the designation was probably not current and that it would be worth going through the process to designate the recipient again. This would also ensure that everyone understands that there is eligibility for 5339 funds under the MAP-21 allocation of programs and other types of programs which previously existed that now go under MAP-21 categories, such as 5307. Ms. Taylor said that the TPO Staff wished to present this resolution to the TPO Executive Board today for consideration. Following approval, the resolution will be sent to the State of Tennessee for submission to the Governor for approval. The TCC recommended approval by resolution on July 1, 2014.</p> <p>Chairman Leamon called for questions or comments, and there were none.</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 DESIGNATED RECIPIENT OF SECTION 5307 FEDERAL TRANSIT FUNDS	Mr. Blythe Bailey	Mr. Ted Rogers
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
TPO Staff will send the approved resolution to the State of Tennessee for submittal to the Governor of Tennessee for approval.	Ms. Melissa Taylor	

**ITEM #6. CONSULTANT PROCUREMENT
PROCESS UPDATE**

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION		
<p>Ms. Karen Rennich said that information was contained in the meeting packet regarding the Request for Qualifications (RFQ) recently released by the TPO to procure new transportation planning consultants, which is done every two to four years. She said that nine firms submitted responses to the RFQ, and they were being reviewed.</p> <p>The TPO has a standing consultant selection subcommittee, and some members have served for several rounds of the selection process. An email was sent to TPO members approximately two weeks ago inviting anyone else to participate on the subcommittee who wished to do so, and there was one response. Ms. Rennich reviewed the subcommittee member list in detail (see meeting packet Staff Report), and thanked everyone for their participation.</p> <p>Ms. Rennich said that the next steps to be seen by the TPO Executive Board will be prequalifying consultants and approving consultants to put under work orders. These will be consultants to work with the Regional Transportation Plan, transportation modeling and air quality (some of the highly technical work requiring consultant assistance to the TPO Staff).</p> <p>The subcommittee will provide a recommendation on consultants to the TPO TCC at the September 16, 2014 meeting, and the recommendation will come before the TPO Executive Board on October 21, 2014 for approval. Ms. Rennich said that more information will be provided to the TPO Executive Board Members prior to the October meeting.</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 additional information regarding the selection of consultants to TPO Executive Board Members prior to the October 21, 2014 meeting.	Ms. Karen Rennich	October 21, 2014

**ITEM #7. NOTICE OF 2015 TRANSPORTATION ALTERNATIVES
PROGRAM APPLICATION PROCESS DUE NOVEMBER 3, 2014**

**MS. JENNY PARK
RPA STAFF**

DISCUSSION		
<p>Ms. Jenny Park said that TDOT has announced the new program cycle for the state-wide competitive Transportation Alternatives Program with a deadline of November 3, 2014 (4:00 p.m. Eastern), and applications were to be submitted directly to TDOT. She said that this program was known as Transportation Enhancements prior to MAP-21, and she reviewed the eligibility requirements (see meeting packet Staff Report for details). She said that all projects must provide a surface transportation link, and that only Construction is eligible under this program (PE, ROW and Planning are not eligible).</p> <p>Ms. Park said that project applicants must hold a design public involvement meeting to notify the local community of the intended project scope prior to submitting an application, and documentation of the meeting must be submitted with the application. She said that projects will require a letter of endorsement from the TPO prior to implementation, and applicants should contact her regarding the letter before submitting the actual application.</p> <p>Ms. Park invited anyone with questions or requiring staff assistance with the application to contact her directly and her contact information was included in the Staff Report. She said that the Instruction Booklet and Application were available at the meeting on the handout table, and inquired if there were any questions or comments.</p> <p>Responding to an inquiry from Ms. Melissa Taylor regarding ROW Acquisition eligibility (sometimes associated with Construction), Ms. Park confirmed that Right-of-Way Acquisition is not eligible under this program by specific citation.</p>		

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

ITEM #8. STAFF REPORTS

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION
<p>Staff reports are selectively discussed, or when questions arise. 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 ▪ Chattanooga-Hamilton County / North Georgia Transportation Data Collection Project Update ▪ FY 2015 Unified Planning Work Program Update ▪ 2013 Federal Certification Review Update ▪ Grants and Grant Awards ▪ GA Supplemental Call for STP-M (M230) and TAP Projects (verbal report) ▪ FTA Section 5310 Selected Projects (verbal report) ▪ Outcomes of the Navigating MAP-21 Workshop ▪ Conferences and Education Campaign ▪ TDOT Quarterly Status Report / Hamilton County (July 14, 2014) ▪ 2014 TPO TCC & Executive Board Meeting Calendar <p>Ms. Betsy Evans said that the Georgia Supplemental Call for Projects for Transportation Alternatives (TAP) and Surface Transportation Program (STP) Funds was held from May 5, 2014 through July 11, 2014. Ms. Evans said that six projects were submitted as detailed in the meeting packet Staff Report, and that the TPO Staff was currently evaluating the projects using the Community to Region Performance Framework from the 2040 Regional Transportation Plan. Once evaluated, she said that the projects will be submitted to the TPO TCC in September, 2014 and to the TPO Executive Board in October 2014 for approval and amendment into the 2014-2017 Transportation Improvement Program (TIP).</p> <p>Ms. Jenny Park said that the Chattanooga Area Regional Transportation Authority (CARTA) recently held a call for projects in coordination with the TPO for Federal Transit Administration Section 5310 Selected Projects (Enhanced Mobility of Seniors and Individuals with Disabilities funds). The call for projects kickoff was May 12, 2014, it closed on June 24, 2014, and four applications for submittal were received (three deemed eligible according to FTA program guidelines). There was no project selection subcommittee meeting or project selection process, since more funds were available than the total dollar amount of the three project applications received. Ms. Park reviewed each of the projects in detail (see meeting packet). A fourth project (deemed ineligible) can be resubmitted if desired in the next cycle. There was an issue with accessibility with the vehicle being planned for purchase. Ms. Park said that these projects (and accompanying 2014-2017 TIP amendments) will go before the TCC for recommendation to approve selected projects (public comment and recommendation to approve the TIP amendments) in September 2014, and to the TPO Executive Board in October 2014 for approval. Ms. Park said that another call for projects will be held later in fall 2014 in order to program the remaining funds.</p> <p>Mr. Stacy Morrison gave updates from TDOT Project Managers on projects:</p> <ul style="list-style-type: none"> • SR 320 / East Brainerd Road – Waiting to receive the Environmental Permits; current letting December 2014; subject to Environmental Permits and funding availability. • SIA / Volkswagen @ SR 317 (Bonny Oaks Drive, Volkswagen Drive & Discovery Drive Intersections) – Waiting Environmental Permits; TDEC notice August 16, 2014; current letting October 2014; subject to Environmental Permits. • SIA / Serving Volkswagen Supplier Parts / Widening of Ferdinand Peich Way – This project is just getting started and surveys should begin the week of August 18-22, 2014; anticipated ROW field review in December 2014.

Chairman Leamon thanked Mr. Morrison and commented that TDOT Commissioner John Schroer had stated prior to the meeting that the Apison Project will go forward. He called for further comments on Staff Reports.

Ms. Melissa Taylor said that TPO Executive Board members should have received an invitation to attend the Growing Forward (integrating land use and transportation planning process) Leadership Workshop being held on the following Thursday, but if anyone did not, she requested that they see her after the meeting for details. She encouraged everyone to participate in the workshop or to send someone to represent them in their absence, and called attention to the Growing Forward card providing more information on the process (available at the meeting on the handout table).

Ms. Melissa Taylor called attention to the Regional Transportation Plan Executive Summary (glossary foldout) which was contained in everyone's meeting packet. She said that this document is a summary of the 2040 Regional Transportation Plan, that it required considerable effort to prepare (particularly on the layout and printing), and she specifically thanked Kimley-Horn Associates, Inc. (TPO Consultant) for their great work on the document. Ms. Taylor said that the document has a more simplified map of the kinds of projects which were fiscally constrained in the 2040 RTP for the future, and it indicates the key elements and outcomes associated with the RTP. She invited everyone to take additional copies of the handout (available at the meeting on the handout table), and distribute them to others in their organization.

There were no questions or comments.

CONCLUSIONS

No Formal Action Required

TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #9. PUBLIC COMMENTS AND OTHER ITEMS OF IMPORTANCE

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION
<p>The next TPO Executive Board Meeting is October 21, 2014. The next TPO Technical Coordinating Committee (TCC) meeting is September 16, 2014 (rescheduled from September 2, 2014).</p> <p>Chairman Leamon inquired if there were any other questions/comments, and there being none, 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 EXECUTIVE BOARD MEETING

Role Call: August 19, 2014

<input checked="" type="checkbox"/> Governor	State of Tennessee
<input checked="" type="checkbox"/> Commissioner	Georgia Department of Transportation
<input checked="" type="checkbox"/> Mayor	City of Chattanooga
<input type="checkbox"/> Elected Representative	Chattanooga City Council
<input checked="" type="checkbox"/> County Mayor	Hamilton County
<input checked="" type="checkbox"/> Elected Representative	Hamilton County Commission
<input type="checkbox"/> Elected Official	North Georgia Legislative Delegation
<input type="checkbox"/> Elected Official	Catoosa, Dade, Walker Counties, Georgia
<input checked="" type="checkbox"/> Chairman of the Board	Tennessee Legislative Delegation, Hamilton
<input type="checkbox"/> Chairman of the Board	County, Tennessee
<input checked="" type="checkbox"/> Director	Chattanooga Area Regional Transportation
<input type="checkbox"/> Elected Representative	Authority
<input checked="" type="checkbox"/> Elected Representative	Chattanooga Metropolitan Airport Authority
<input type="checkbox"/> Elected Representative	Chattanooga-Hamilton Co. Air Pollution
<input type="checkbox"/> Mayor/Commission Representative	Control Bureau
<input checked="" type="checkbox"/> Mayor/Commission Representative	Dade County, Georgia Government
<input checked="" type="checkbox"/> Mayor/Council Representative	Walker County, Georgia Government
<input type="checkbox"/> Mayor/Commission Representative	Catoosa County, Georgia Government
<input type="checkbox"/> Mayor/Commission Representative	Chickamauga, Georgia
<input type="checkbox"/> Mayor/Commission Representative	Collegedale, Tennessee
<input checked="" type="checkbox"/> Mayor/Commission Representative	East Ridge, Tennessee
<input checked="" type="checkbox"/> Mayor/Commission Representative	Fort Oglethorpe, Georgia
<input type="checkbox"/> Mayor/Commission Representative	Lakesite, Tennessee
<input type="checkbox"/> Mayor/Commission Representative	Lookout Mountain, Georgia
<input checked="" type="checkbox"/> Mayor/Commission Representative	Lookout Mountain, Tennessee
<input checked="" type="checkbox"/> Mayor/Commission Representative	Red Bank, Tennessee
<input type="checkbox"/> Mayor/Commission Representative	Ridgeside, Tennessee
<input type="checkbox"/> Mayor/Commission Representative	Ringgold, Georgia
<input checked="" type="checkbox"/> Mayor/Council Representative	Rossville, Georgia
<input checked="" type="checkbox"/> Mayor/Commission Representative	Signal Mountain, Tennessee
<input checked="" type="checkbox"/> Mayor/Alderman Representative	Soddy-Daisy, Tennessee
	Walden, Tennessee

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QUORUM = 12

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