

**CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA
TRANSPORTATION PLANNING ORGANIZATION (TPO)
EXECUTIVE BOARD MEETING**

April 19, 2011 (1:30 p.m. EDT)

MINUTES

Mr. John Bridger, Executive Director of the Chattanooga-Hamilton County Regional Planning Agency (CHCRPA), gave a special presentation on the agency's reorganization effective March 11, 2011, which affects how the TPO functions are staffed to continue providing quality service and moving the TPO forward. Mr. Bridger recapped the agency's mission and the MPO (TPO's) main responsibility as shown in the meeting packet. Mr. Bridger reviewed major TPO Core Products/Functions (the main elements done by the agency to support the MPO (TPO) work for this region). The reorganization integrates land use and transportation functions and increases the management resources with three Directors and an Assistant Director, Ms. Karen Rennich (not present), versus one Director previously. Mr. Bridger said that each department is best suited to their core strengths. He introduced each Director and recapped the major responsibilities of each department. A New RPA Organization Chart was provided in the meeting packet. To assist the TPO members and our state and federal partners, Mr. Bridger said that a special email address (communications link with CHCRPA) is being set up (tpo@chattanooga.gov) and should be active in approximately one week. Everyone will be notified when the new email address becomes active, and it will be an easy way to get information regarding any TPO related items.

There being no quorum present, information items requiring no formal action were moved to the beginning of the agenda.

Item #7: Staff Reports

Notice of LRTP Adjustment – Ms. Betsy Evans said that the adjustment just processed (SR 317/Apison Pike – LRTP ID # 17b) widening project only requires notice (not public participation process). Information was contained in the meeting packet and Ms. Evans said that she was available to answer any questions.

Education Campaign – Ms. Betsy Evans said that the tentative Education Campaign schedule was in the meeting packet and referenced a tentative July 2011 meeting regarding Long Range Planning MPO 101/TPO TCC & Board Functions. Any confirmed information would be forwarded to everyone.

Notice of 2011-2014 TIP Adjustments/Modifications - (TN #33043 Processed on 3/1/2011, #TN01-MC007 Processed 3/11/2011, #33101 Processed 3/30/2011, #33062 Processed 3/30/2011, #33077 Processed 3/30/2011). Mr. Patrick Hall said that the adjustments require only notice (no public participation process) and he was available to answer any inquiries.

Regional Freight Study - Mr. Patrick Hall said that our consultant, Cambridge Systematics, will make a presentation to the TCC on May 3, 2011 (Needs and Deficiencies), and present a draft plan at the June 21, 2011 TPO Executive Board meeting. He anticipates adoption at the August 16, 2011 TPO Executive Board meeting. Mr. Hall referenced several informative slides contained in the meeting packet.

Safe Routes to School - Mr. David Baird said that the TPO has previously discussed the Safe Routes to School grant application process, and that we have received two applications submitted in our region (Soddy Elementary, Soddy-Daisy, TN and Woodmore Elementary, Chattanooga, TN). We expect to hear from TDOT regarding whether or not these two projects will be funded.

Item 4: Review of Key Projects 2012 Unified Planning Work Program. In Ms. Karen Rennich's absence, Ms. Melissa Taylor said that we are operating under a 2-year work program (2011-2012). At the next TCC meeting and the next Board meeting, we will be reviewing the full draft of the 2012 annual update. Referencing a sheet contained in the meeting packet, Ms. Taylor said that the sheet shows the original 2012 projects for the 2-year work program. Another section indicates deleted projects (those that we do not feel we will get to this time around), and then there are the proposed new projects (those that were added to our intended annual 2012 update). A full summary of the annual fiscal year 2012 update is listed (all key projects). Referencing a few of the key projects (those regional in nature), Ms. Taylor said that we expect the kickoff of the 2040 Transportation Plan planning process to be more land use (or regional growth) oriented than it has been in the past. We are doing different things with modeling as it relates to land use, so we will have both land use and travel demand models. Continuing our work on air quality conformity, we will be working with our consultants to transition our air quality emissions model from Mobile6 to the now Federal Highway MOVES model. We are now proposed for ozone designation, so we will be working on getting all of the agreements in place and prepared for our actual designation as non-attainment for ozone. We have submitted the draft to our state and federal partners and expect their comments back by the end of April or beginning of May 2011. Staff will then respond to those comments in June, present the revised draft with responses to the TPO TCC on July 5, 2011, and present the final to the TPO Executive Board on August 16, 2011. The draft is due to the state by August 29, 2011.

Item #5: Notice of Available Unallocated Local TN STP Funds for a Supplemental "Call for Projects."

Ms. Taylor said that a TIP Selection Sub-Committee meeting was held on Thursday, April 14, 2011 to talk about and rank all of the projects received. The TCC was provided notice on March 1, 2011 that there was available unallocated funding from our local urban allocation for the Surface Transportation Program (STP funding). We were notified by letter (*dated March 31, 2011 from TDOT to Chairman Manuel Rico*) stating approximately \$14.4M was available for 2011. However, we had to deduct the funds which are currently programmed in our TIP for 2011 from those funds, leaving us with \$8.6M in federal funding available to program. The supplemental call for projects (\$8.6M) ended April 1, 2011 (deadline as approved by the TCC on March 1, 2011). Ms. Taylor reviewed the list of projects received in detail and said that the TCC will see the list of prioritized projects on May 3, 2011 and make a recommendation to the TPO Executive Board.

Item #6: Review of 2011 Congestion Mitigation and Air Quality Improvement (CMAQ) Program Guidelines / Applications.

Ms. Karen Hundt said we have a new round of Congestion Mitigation and Air Quality Improvement (CMAQ) funding coming up with a very short time fuse. Ms. Hundt said that there would be a CMAQ workshop on Thursday, April 21, 2011 at 2:00 p.m. at the Development Resource Center (3rd floor) and she encouraged everyone to attend and begin getting projects prepared. Mr. David Baird said that TDOT is planning two "call for projects" during this year, and attending the April 21, 2011 workshop will assist in submitting projects and preparing quality applications (even if submitted at a later date). The workshop will cover the exact details of CMAQ, outline what funds can and cannot be used for CMAQ, and review the grant process. Mr. Baird said that it is imperative that applicants be able to document (in the application) how emission reductions are happening, and he thanked Mr. Bob Colby (Chattanooga-Hamilton County Air Pollution Control Board) for offering his assistance with calculations and analysis. Mr. Baird encouraged everyone's participation in the workshop so that all ideas can be considered, and offered to remain after the meeting for further discussion. Ms. Angie Midgett, TDOT, said that approximately \$21M (CMAQ) is available for the entire state of Tennessee. Referencing the April 12, 2011 letter sent to Chairman Rico by TDOT and contained in the packet, Ms. Midgett said that the deadline for submittal of applications to TDOT will be July 1, 2011. TDOT will notify the MPOs (TPO) about project selection on September 2, 2011, and funding for selected projects must be obligated within two years from the date of the contract between TDOT and the local government project sponsor.

Following a recess and there now being a quorum, the meeting was called to order by Chairman Manuel Rico.

Item #1: There being no additions or corrections to the February 15, 2011 TPO Executive Board meeting minutes, a motion was made to approve by Mr. Billy Cooper and seconded by Mr. Steve Leach; the motion carried.

Item #2: A Resolution to Approve an Amendment to the 2011-2014 Transportation Improvement Program (TIP). These amendments were approved for Public Comment (14 days) and Recommended for Approval by the TPO Technical Coordinating Committee (TCC) on March 1, 2011: TN07-EN005 Signal Mountain/Sidewalks (ICC concurred the project is Exempt on February 3, 2011); 33028 US27/Olgiati Bridge R.O.W. funding (Conformity Technical Memorandum Approved on February 21, 2011); ENTPARKHICK58 Enterprise Parkway new alignment four lane roadway (Conformity Technical Memorandum Approved by ICC on January 19, 2011); HICKVALLENTPARK58 Hickory Valley Rd widening 2 to 4 lanes (Conformity Technical Memorandum approved by ICC on January 19, 2011 on both). Ms. Betsy Evans referenced the Resolution and reviewed each amendment in detail. Mr. Steve Leach said that, regarding the Enterprise South projects, the road names may change in the future and inquired whether or not that would be an issue. Mr. Leach said the projects would be built in the same location (*as currently shown*) and with the same number of lanes, but possibly with a different name. Ms. Melissa Taylor said that, in her opinion, a name change would constitute an adjustment (*not amendment*), but called for a decision from TDOT and/or Federal Highway should they feel differently. Ms. Angie Midgett, TDOT, asked for confirmation of whether or not these projects are using HPP funds, and Ms. Melissa Taylor confirmed that this is correct. Ms. Midgett said she would need to do some research into this matter and stated that HPP funds must be used for a specific project within certain parameters. Mr. Leach inquired if a dual name could be used now on the project (perhaps Enterprise Parkway / Discovery Drive), as he believes that the name will change. Ms. Melissa Taylor suggested that the TIP amendment move forward (*as currently shown*) so that work can continue on the project, and stated that research would be done for the answer to the question. Should the name need to be changed (and how we proceed on that), there will be a direct relationship to the Long Range Transportation Plan and our conformity determination. Ms. Taylor stated that, although she thinks this is an adjustment, the question should be run up the chain (*to TDOT and Federal Highway*) and today's discussion will be documented in the minutes. Ms. Angie Midgett, TDOT, stated that today's approval is just for the amendment as it currently stands, and not for any name change. **A motion to approve was made by Mayor Bill Lusk and seconded by Mr. Bob Colby; the motion carried.**

Item #3: Approval of the process and project(s) application(s) for Section 5316 Federal Funds of the Job Access and Reverse Commute program and Section 5317 Federal Funds of the New Freedom program. Ms. Sue Knapp said that these funds go directly to CARTA but are geared to the indigent, elderly and disabled. The Chattanooga Area Regional Transportation Authority (CARTA) received a call in late March, 2011 that the 2009 funds are about ready to expire, and they have come to us (*CHCRPA / TPO*) to work on the process to "call for projects" for these funds. JARC (job access and reverse commute) is to get low income residents to their jobs. New Freedom is for the disabled residents and is to offer services that are above and beyond what ADA requires. The "call for projects" was sent out on March 31, 2011 and was placed on the TPO website. On March 30, 2011, a legal notice was published and proposals were due on April 13, 2011. A Steering Selection Committee meeting was held (*April 14, 2011*) including Mr. Billy Cooper, member of the TPO, Ms. Judi Byrd, Administrator of Hamilton County Social Services, and Patrick Hall (CHCRPA / TPO staff). One joint application was received from CARTA and Southeast Tennessee Human Resources Agency (SETHRA) to continue funding for the JARC project that was funded last round (\$442,787) exactly what was available to continue connecting some low income neighborhoods to the regular bus service (i.e., Alton Park, Golden Gateway Area, North Brainerd, Eastdale and East Brainerd) as relates to reverse commute. SETHRA participates by providing transportation for childcare to low income residents and, so that the parent does not have to accompany the child, there is a monitor on the transportation. Ms. Knapp said that one application was submitted on the New Freedom program, which was a combination from CARTA/SETHRA/STS (Special Transit Systems) asking for \$282,405 to proceed with salaries and other costs for the mobility management program which is being set up at the SETHRA offices near the Homeless Coalition area. They are trying to connect SETHRA buses coming in from outlying areas with urban area people so that, if someone is coming along the same route with a local caravan, duplication along the same route can be eliminated and everyone can function better. For now, this applies to the 10-county SETHRA area including Hamilton County, and eventually they hope to include North Georgia. **A motion to approve the recommendation of the Steering Selection Committee for these projects was made by Mr. Billy Cooper and seconded by Mr. Steve Leach; the motion carried.**

Item #8: Public Comments and Other Items of Importance. Ms. Melissa Taylor announced four upcoming seminars (Asphalt Pavement Maintenance, Geometric Design of 2-Lane Roads & Streets, Introduction to Traffic Signals and Basic Traffic Studies), and said that brochure copies were available to everyone following the meeting.

The next regularly scheduled TPO Executive Board meeting is June 21, 2011 (1:30-3:00 p.m. Eastern Daylight Time). The next regularly scheduled Technical Coordinating Committee (TCC) meeting is May 3, 2011 (1:30-3:00 p.m. Eastern Daylight Time). Adjourn.

Handouts - Seminar Brochures:

Asphalt Pavement Maintenance (June 1, 2011 – Bristol, TN; June 30, 2011 - Chattanooga, TN)

Geometric Design of 2-Lane Roads & Streets (June 28, 2011 – Nashville, TN)

Introduction to Traffic Signals (June 7, 2011 – Bristol, TN)

Basic Traffic Studies (May 24, 2011 – Bristol, TN; September 20, 2011 – Nashville, TN).

TPO Executive Board Meeting

Role Call April 19, 2011

<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 <i>Steve Leach</i>
<input checked="" type="checkbox"/> Elected Representative	Chattanooga City Council
<input checked="" type="checkbox"/> County Mayor	Hamilton County <i>Seanine</i>
<input checked="" type="checkbox"/> Elected Representative	Hamilton County Commission (209-7202) <i>Bankston</i>
<input type="checkbox"/> Elected Official	North Georgia Legislative Delegation
<input type="checkbox"/> Elected Official	Catoosa, Dade, Walker Counties, Georgia
<input type="checkbox"/> Chairman of the Board	Tennessee Legislative Delegation, Hamilton County, Tennessee
<input type="checkbox"/> Chairman of the Board	Chattanooga Area Regional Transportation Authority
<input checked="" type="checkbox"/> Director	Chattanooga Metropolitan Airport Authority
<input type="checkbox"/> Elected Representative	Chattanooga-Hamilton Co. Air Pollution Control Bureau
<input checked="" type="checkbox"/> Elected Representative	Dade County, Georgia Government
<input type="checkbox"/> Elected Representative	Walker County, Georgia Government
<input type="checkbox"/> Mayor/Commission Representative	Catoosa County, Georgia Government
<input checked="" type="checkbox"/> Mayor/Commission Representative	Chickamauga, Georgia
<input checked="" type="checkbox"/> Mayor/Council Representative	Collegedale, Tennessee
<input type="checkbox"/> Mayor/Commission Representative	East Ridge, Tennessee
<input 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 type="checkbox"/> Mayor/Commission Representative	Lookout Mountain, Tennessee
<input checked="" type="checkbox"/> Mayor/Commission Representative	Red Bank, Tennessee
<input checked="" type="checkbox"/> Mayor/Commission Representative	Ridgeside, Tennessee
<input checked="" type="checkbox"/> Mayor/Commission Representative	Ringgold, Georgia
<input type="checkbox"/> Mayor/Commission Representative	Rossville, Georgia
<input checked="" type="checkbox"/> Mayor/Council Representative	Signal Mountain, Tennessee
<input checked="" type="checkbox"/> Mayor/Commission Representative	Soddy-Daisy, Tennessee
<input type="checkbox"/> Mayor/Alderman Representative	Walden, Tennessee

FHWA Brittas (NON-VOTING)

Quorum Present after a 15 min. recess.
Melvin Taylor 4/19/11