



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

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

MINUTES

FEBRUARY 3, 2015

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: 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 NOVEMBER 4, 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 NOVEMBER 4, 2014 TECHNICAL COORDINATING COMMITTEE (TCC) MEETING MINUTES	Mr. John Naylor Chattanooga Metropolitan Airport Authority	Mr. Dan Wright City of Ringgold
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

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

**MS. BETSY EVANS
RPA STAFF**

- **Project HELPTRUCK**

DISCUSSION		
<p>Ms. Betsy Evans said TDOT requested that the TDOT HELPTRUCK Expansion project (TIP ID HELPTRUCK) be added to the 2014-2017 TIP, and that the project is funded by CMAQ funds (FY 2015, 2016 & 2017) for capitalization and operation work. The IAC concurred that this project is exempt on January 28, 2015.</p> <p>The new TIP page was included in the meeting packet.</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 FOR PUBLIC COMMENT AND RECOMMENDATION TO APPROVE BY RESOLUTION AN AMENDMENT TO THE 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	Mr. Todd Leamon Hamilton County	Mr. John Naylor
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #3. RECOMMENDATION TO APPROVE BY RESOLUTION AMENDMENT TO THE 2015 UNIFIED PLANNING WORK PROGRAM

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION
<p>Ms. Karen Rennich said that the TPO has a work program which follows the federal fiscal year, and identifies the activities, TPO Staff, responsible parties, schedule of activities and associated funding.</p> <p>This amendment to the FY 2015 Unified Planning Work Program (UPWP) is to program Planning (PL) funds in the TPO's current TDOT 2-year contract which were not spent last year into this year's UPWP (FY 2015). In order to spend those funds this year which were not spent last year, the TPO is rolling over those funds into this year's UPWP.</p> <p>The TPO is gearing up for the next Regional Transportation Plan and will begin modeling soon. With this amendment, funds are being added to the Travel Demand Model (TDM) and Data, an additional small amount of funds is being added to Air Quality/Congestion modeling, and some substantial funds are being added to Consulting Support for Long-Range Planning.</p> <p>Long-Range Planning is being clarified with this amendment, and Ms. Melissa Taylor will be leading some Subarea Transportation Planning Studies. Additional information will be coming out in the next few months and Staff is working to get consultants under contract.</p> <p>Ms. Rennich said that the intention is that the TPO will start the Subarea Transportation Planning Studies, and will be working on data collection and the Travel Demand Model. Ms. Rennich said that rollover funds for Georgia will probably be on the next TCC agenda to ensure that these items are covered fiscally.</p> <p>Responding to an inquiry from Chairman Todd Leamon, Ms. Melissa Taylor said that, coming out of the 2040 Regional Transportation Plan, some rather large transit projects were proposed which are new to our area and have not previously been considered. These projects may dramatically impact land use or transit-oriented development in certain areas. The three areas which these funds may be used for are: (1) Hamilton Place – related to changing how transportation modes are handled; (2) Enterprise South – there is a lot of freight-related movement, potential for passenger rail, and there are a couple of roadway improvements with possible impacts to the neighboring communities; and (3) the Bus-Rapid transit project on Highway 153. Ms. Taylor said that these are the three projects for which the TPO does not have enough information to take the transportation projects to fruition, and this will help to bridge the gap.</p>

Ms. Karen Rennich said that this amendment to the FY 2015 UPWP involves only rollover funds from TDOT which were actually programmed for the last FY 2014, but the work did not occur before this past fall, thereby shifting the work to the current FY 2015.

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 AMENDMENT TO THE 2015 UNIFIED PLANNING WORK PROGRAM	Mr. Todd Leamon	Mr. John Naylor
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

**ITEM #4. 2016-17 UNIFIED PLANNING WORK PROGRAM
KEY PROJECTS DISCUSSION**

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION

Ms. Karen Rennich said that a one year Unified Planning Work Program (UPWP) was done for FY 2015 to catch up with the two-year TDOT contract. The 2016-2017 UPWP will get the TPO back on a two-year schedule with the TDOT contract and allow the TPO to look out for a longer period of time.

The new 2016-2017 UPWP is due to TDOT in October, but there are several review periods and, since to staff knowledge at this time the TDOT deadline occurs after the October TPO Executive Board meeting, the TPO begins work on the UPWP in the January/February timeframe. She said that a UPWP item will appear on several agendas until mid-summer in order to meet the TDOT deadline.

The TPO has many on-going projects. However, the UPWP contains a list of Key Projects which are either one-year projects or those requiring additional focus. Ms. Rennich provided a verbal update on the FY 2015 Key Projects listed in the meeting packet Staff Report stating that:

- Participation/input into the 16 county regional planning process - A THRIVE 2055 update is planned for the February 17, 2015 TPO Executive Board meeting.
- Data collection is underway. The TPO TCC recommended approval and the TPO Executive Board approved Travel Time and Speed Data, and Origin & Destination Data, the TPO Staff is working through the purchase of the data, and an update will be provided soon.
- TPO Staff is currently working on the 2016-2017 Unified Planning Work Program (UPWP).
- TPO Members were given an update on the FHWA INVEST Tool by Ms. Betsy Evans, and a May workshop is planned by the Strategic Long-Range Planning Division TPO staff.
- The Multimodal Transportation Center Study is moving along, and an update is planned for the March 3, 2015 TCC agenda.
- Development of focused land use and transportation planning in priority areas. These are Subarea Studies described by Ms. Melissa Taylor in Item #3 above. TPO Staff is narrowing down what this will look like.
- Development of Continuity of Operations Plan (COOP) is scheduled to be completed in FY 2016, and this needs to get underway.
- The TPO Participation Plan update is underway.
- Development of Specific Targets / Performance Measures – TPO Staff is awaiting additional information.

Ms. Rennich said that we are one fourth of the way into the FY 2015, quite a few 2015 UPWP activities are underway or completed, and that some activities may be carried forward into the 2016-2017 UPWP.

Regarding the 2016-2017 UPWP, Ms. Rennich said that it will begin with an update on the 2015 UPWP Key Projects (discussed above), and that an Initial Proposal FY 2016-2017 was outlined in this meeting packet Staff Report. She said that TPO Staff will specifically reach out to TDOT, GDOT and CARTA to obtain their comments/idea, and she encouraged everyone to contact her with any questions, comments, or additional ideas for the 2016-2017 UPWP. Ms. Rennich commented regarding some items in the Initial Proposal FY 2016-2017 UPWP as follow:

- By 2017, the TPO will be well into development of the 2045 Regional Transportation Plan (RTP).
- Ms. Yuen Lee is working on the socio-economic data for the base year 2014 and 2045 projections for the 2045 RTP.
- A kickoff meeting is scheduled with the modeling consulting on Friday, February 6, 2015, and modeling will be underway until the first of 2016, followed by the plan development.
- The major update for the Regional Intelligent Transportation System (ITS) Architecture and Development Plan will be done before the 2045 RTP so that it will inform the 2045 RTP, and so that ITS project funds can be available.
- 2017-2020 TIP will be done during this planning horizon.
- 2018-2019 UPWP will be developed.
- TPO will participate in the FHWA/FTA Transportation Area Certification Review.
- TPO Continuity of Operations Plan (COOP) will be finalized.
- Target-based Performance Measures in an integrated planning framework will be implemented.

Ms. Rennich said that there may be other activities and changes, but in summary, the focus for the 2016-2017 UPWP is to develop the new TIP, complete the initial 2045 RTP work, and get the RTP development underway. She said that, since the TPO Staff is thinking so far out, there will be amendments to the 2016-2017 UPWP along the way.

Ms. Rennich requested again that anyone with questions, comments or other ideas for the 2016-2017 UPWP contact her, Ms. Melissa Taylor regarding long-range projects, or Ms. Yuen Lee regarding data. She said that the next step will be for the TPO members to review a draft of the 2016-2017 UPWP, which will be developed over the next few weeks.

Chairman John Bridger said that a great process took place during the development of the 2040 RTP (including participation by technical, community and the stakeholder groups), and he encouraged everyone to again offer feedback as the TPO and Staff begin to look ahead to development of the next RTP.

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

MS. KAREN RENNICH
RPA STAFF

ITEM #5. STAFF REPORTS

DISCUSSION		
<p>Staff Reports are discussed as needed or if there are questions, and were contained in the meeting packet with details and contact information on the following items.</p> <ul style="list-style-type: none"> • Notice of 2014-2017 TIP Adjustments/Modifications • Grants and Grant Awards <ul style="list-style-type: none"> - Upcoming Opportunity for TDOT CMAQ Diesel Rebate Program - FHWA Eastern Federal Lands Access Program – Applications Due March 13, 2015 - TDOT 2015 Safe Routes to School—Applications Due January 15, 2015 (Status) - TDOT 2015 Transportation Alternatives Program (Award Status) - TDOT 2014 Multimodal Access Grant (Award Status) • TPO Survey Follow Up 		

- Upcoming Training and Continuing Education Events
- TDOT Hamilton County Transportation Quarterly Status Report (1/12/2015)
- 2015 TPO TCC & Executive Board Meeting Calendar

Ms. Karen Rennich said that a TPO Survey was sent to TPO Members and other Stakeholders in November 2014, that there were thirty-seven responses, and the information contained in the meeting packet Staff Report is intended to give TPO Members highlights of the responses:

- Overall feedback was positive.
- Most people felt that TPO meetings were well run.
- Most responders felt that the right amount of information was provided at the right time.

As a result of the survey, Ms. Rennich said that there will be a change in how education and training (events and webinars) are being handled by the TPO Staff in an attempt to better utilize staff time. In the past, TPO Staff has reserved conference rooms, and coordinated/monitored attendance (which was often not significant). In the future, this information will be a standing item in the TPO meeting packet Staff Reports, except for significant events applying to all TPO Members in which case the TPO Staff will continue to host and coordinate participation.

Ms. Betsy Evans responded to an inquiry by Mr. Bert Kuyrkendall, City of Chattanooga, regarding the dates shown on the 2014-2017 TIP Adjustments shown in the Staff Report. Ms. Evans stated that these are Adjustments (small changes and not Amendments as erroneously shown on the agenda under Staff Reports), and that the Adjustments were processed per the request of TDOT.

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

**MS. KAREN RENNICH
RPA STAFF**

ITEM #6. PUBLIC COMMENTS AND OTHER ITEMS OF IMPORTANCE

DISCUSSION		
<p>Ms. Melissa Taylor introduced Ms. Cortney Mild as the new Strategic Long-Range Planning Division Senior Planner (formerly a Planner doing both land use and transportation planning). Ms. Taylor asked that anyone working with Ms. Jenny Park on any projects in the past, please now contact Ms. Mild at the Regional Planning Agency.</p> <p>The next TPO Executive Board Meeting is February 17, 2015. The next TOP Technical Coordinating Committee (TCC) meeting is March 3, 2015.</p> <p>There being no further questions or comments, 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



REGIONAL PLANNING AGENCY
 Transportation Planning Organization
 1250 Market Street, Suite 2000
 Chattanooga, TN 37402
 (423) 643-5900

CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA
 TRANSPORTATION PLANNING ORGANIZATION

TECHNICAL COORDINATING COMMITTEE (TCC) MEETING

“SPECIAL CALL” - FEBRUARY 3, 2015 (1:30 – 3:00 P.M. Eastern – DRC/1A)

NAME	REPRESENTATION	PLEASE CHECK ONE IF VOTING:	
		MEMBER	DESIGNEE
<u>Karen Remick</u>	<u>RPA/TPO</u>		
<u>John Daylor</u>	<u>CMAA</u>	<input checked="" type="checkbox"/>	
<u>Rozanne Brown</u>	<u>RPA/TPO</u>		
<u>Dan Wright</u>	<u>Ringgood</u>	<input checked="" type="checkbox"/>	
<u>Annie Powell</u>	<u>CARTA</u>		<input checked="" type="checkbox"/>
<u>CHARLES JONES</u>	<u>NW GA REG. COMMISSION</u>		<input checked="" type="checkbox"/>
<u>Philip Puyler</u>	<u>RPA</u>		
<u>Betsy Evans</u>	<u>RPA/TPO</u>		
<u>Harry Hawkins</u>	<u>Thompson Engineering</u>		
<u>JOHN AGAN</u>	<u>HAMILTON COUNTY ENGR. DEPT</u>	<input checked="" type="checkbox"/>	
<u>Clad Reece</u>	<u>SE TN Development Dist.</u>		<input checked="" type="checkbox"/>
<u>Loretta Hopper</u>	<u>Town of Signal Mtn</u>	<input checked="" type="checkbox"/>	
<u>CHRIS CARTER</u>	<u>BIKE WALKWAY / MULTIMODAL COMMITTEES</u>	<input checked="" type="checkbox"/>	
<u>JANICE AGLE</u>	<u>City of Soddy-Daisy</u>	<input checked="" type="checkbox"/>	

This page intentionally left blank.