



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

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

MINUTES

JUNE 22, 2016

1:30-3:00 P.M.
EASTERN @ DRC/1A

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| MEETING CALLED BY | Chairman Todd Leamon |
| TYPE OF MEETING | TPO Executive Board Meeting |
| FACILITATOR | Ms. Karen Rennich, Deputy Director, Regional Planning Agency (RPA) |
| NOTE TAKER | Ms. Rozanne Brown, RPA |
| QUORUM | Yes |
| ATTENDEES | See Attachment |

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| ANNOUNCEMENTS | Chairman Todd Leamon welcomed everyone, introduced new TPO Executive Board members including Mayor Nick Millwood (City of Ringgold, Georgia) and County Manager (Catoosa County, Georgia), and called the meeting to order. |
| PUBLIC COMMENTS | |
| OTHER ITEMS OF IMPORTANCE | Handouts: TDOT's Project Status Report (4/19/16); 2017-2020 TIP Project Development for Metropolitan Allocation of Surface Transportation Block Grant (STBG-M) and Transportation Alternatives Program (TAP) project sheets; Draft Amendment to 2016-2017 Unified Planning Work Program (Adopted 08/18/2015); TPO Member Guide including 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) and Fixing America's Surface Transportation Act (FAST Act); 2040 Regional Transportation Plan Executive Summary; Sample TPO Executive Board Designee Letter; Limited English Proficiency (LEP) and RPA TITLE VI Packet; and 2016 TPO TCC & Executive Board Meeting Calendar. |

Agenda Topics

ITEM #1. APPROVAL OF APRIL 27, 2016 TPO EXECUTIVE BOARD MEETING MINUTES

CHAIRMAN TODD LEAMON

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| DISCUSSION | Chairman Todd Leamon inquired if there were questions/comments regarding Item #1, or entertained a motion to approve. | |
| 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 APRIL 27, 2016 TPO EXECUTIVE BOARD MEETING MINUTES | Mr. Billy Cooper City of Ridgeside | Mr. Bob Colby Chattanooga-Hamilton County Air Pollution Control Bureau |
| STAFF FOLLOW-UP | PERSON RESPONSIBLE | DEADLINE |

ITEM #2. APPROVE BY RESOLUTION 2040 REGIONAL TRANSPORTATION PLAN BIENNIAL AMENDMENT AND ACCOMPANYING CONFORMITY DETERMINATION REPORT FOR NEW MOTOR VEHICLE EMISSIONS BUDGETS (TN & GA)

**MS. BETSY EVANS
RPA STAFF**

- **UPDATED TEXT FOR AIR QUALITY SECTIONS OF THE RTP**
- **CITY OF CHATTANOOGA & HAMILTON COUNTY'S PROJECT REVISIONS TO ENTERPRISE PARKWAY, NOW REFERRED TO AS FERDINAND PEICH WAY, AND HICKORY VALLEY ROAD**
- **STATE INDUSTRIAL ACCESS ROAD (SIA) ADDITION**

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| DISCUSSION | | |
| <p>Ms. Betsy Evans said that part one of this agenda item was the 2040 RTP Biennial Amendment which was actually approved by the TPO Executive Board in April 2015. However, the new Motor Vehicle Emissions Budgets were approved by EPA before this amendment made it to Federal Highway for approval, and the IAC is requiring new TPO TCC and Executive Board action on this amendment. This amendment involves project revisions to Enterprise Parkway (now referred to as Ferdinand Peich Way), Hickory Valley Road project, and the addition of a State Industrial Access Road (SIA). The documentation for this amendment was included in both the April 2015 meeting packet and in this packet (Technical Memorandum with summary of changes and RTP pages).</p> <p>The air quality text was updated in the 2040 Regional Transportation Plan (non-attainment area was changed to maintenance attainment area), and the two revised pages were included in the meeting packet.</p> <p>Ms. Evans said that the EPA setting new Motor Vehicle Emissions Budgets on November 4, 2015 resulted in the TPO having to produce a full new Conformity Determination Report to show that the TPO conforms to the new budgets. The new CDR (with highlighted changes) was included in the meeting packet and was approved by the IAC 4/22/2016.</p> <p>Responding to an inquiry, Ms. Evans said that none of these changes impact CMAQ grant eligibility, and said that the TPO is currently in a maintenance area and the EPA may revoke the current status in October (2016), placing our area in attainment.</p> <p>Chairman Leamon called for further questions or a motion to approve.</p> | | |
| CONCLUSIONS | | |
| <p>There being no further questions/comments, a motion was made to approve as presented, the motion was seconded and the motion carried.</p> | | |
| TCC/BOARD ACTION/RESOLUTION | PERSON PRESENTED MOTION | PERSON SECONDED MOTION |
| <p>APPROVE BY RESOLUTION 2040 REGIONAL TRANSPORTATION PLAN BIENNIAL AMENDMENT AND ACCOMPANYING CONFORMITY DETERMINATION REPORT FOR NEW MOTOR VEHICLE EMISSIONS BUDGETS (TN & GA)</p> <ul style="list-style-type: none"> • UPDATED TEXT FOR AIR QUALITY SECTIONS OF THE RTP • CITY OF CHATTANOOGA & HAMILTON COUNTY'S PROJECT REVISIONS TO ENTERPRISE PARKWAY, NOW REFERRED TO AS FERDINAND PEICH WAY, AND HICKORY VALLEY ROAD • STATE INDUSTRIAL ACCESS ROAD (SIA) ADDITION | <p>Mr. Stacy Morrison Tennessee Department of Transportation</p> | <p>Mr. Blythe Bailey City of Chattanooga</p> |
| STAFF FOLLOW-UP | PERSON RESPONSIBLE | DEADLINE |

ITEM #3. APPROVE BY RESOLUTION 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT

**MS. BETSY EVANS
RPA STAFF**

- **REVISED TIP# ENTPARKHICK58**
- **REMOVED TIP# HICKVALLENTPARK 58**
- **GA-621530 GDOT SR 151/ALABAMA HIGHWAY FINANCIAL REVISION**
- **DAYTONBLVDISLAND, DAYTON BOULEVARD PEDESTRIAN ISLANDS**
- **GA-0013943, SR 1/US 27 BRIDGE REPLACEMENT**
- **TRANSITSTOPACCESS, CHATTANOOGA TRANSIT STOP ACCESSIBILITY**

| DISCUSSION | | |
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| <p>Ms. Betsy Evans said changes to two of these projects resulted in an amendment which was discussed in the previous agenda item.</p> <ul style="list-style-type: none"> • ENTERPRISE PARKWAY, now referred to as Ferdinand Peich Way, had changes to the project name, termini, descriptions and financial changes (and there was a slight change in the TIP page since the TCC recommended approval – TDOT advised there was no need for STP funds for that project) • The HICKORY VALLEY ROAD project was removed from the TIP • GA-621530 - GDOT SR 151/ALABAMA HIGHWAY – project involved financial changes (For these three projects, the IAC approved the CDR on 4/22/2016) • DAYTONBLVDISLAND, DAYTON BOULEVARD PEDESTRIAN ISLANDS – project description changes • TRANSITSTOPACCESS, CHATTANOOGA TRANSIT STOP ACCESSIBILITY – project was added into the TIP with 5310 funds • GA-0013943, SR 1/US 27 BRIDGE REPLACEMENT – project is being added into the TIP with Georgia M001 funds (For these three projects, the IAC concurred that they are exempt projects on 4/07/2016) <p>Chairman Leamon inquired if there were any questions or comments.</p> | | |
| CONCLUSIONS | | |
| <p>There being no questions/comments, a motion was made to approve as presented, the motion was seconded and the motion carried.</p> | | |
| TCC/BOARD ACTION/RESOLUTION | PERSON PRESENTED MOTION | PERSON SECONDED MOTION |
| <p>APPROVE BY RESOLUTION 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT</p> <ul style="list-style-type: none"> • REVISED TIP# ENTPARKHICK58 • REMOVED TIP# HICKVALLENTPARK 58 • GA-621530 GDOT SR 151/ALABAMA HIGHWAY FINANCIAL REVISION • DAYTONBLVDISLAND, DAYTON BOULEVARD PEDESTRIAN ISLANDS • GA-0013943, SR 1/US 27 BRIDGE REPLACEMENT • TRANSITSTOPACCESS, CHATTANOOGA TRANSIT STOP ACCESSIBILITY | <p>Mr. Dave Cox Georgia Department of Transportation</p> | <p>Ms. Amanda Miller City of East Ridge</p> |
| STAFF FOLLOW-UP | PERSON RESPONSIBLE | DEADLINE |

**ITEM #4 – APPROVE BY RESOLUTION 2017-2020
TRANSPORTATION IMPROVEMENT PROGRAM PROJECT LIST FOR THE
TPO'S DESIGNATED ALLOCATION OF SURFACE TRANSPORTATION
BLOCK GRANT AND TRANSPORTATION ALTERNATIVES PROGRAM**

**MS. MELISSA TAYLOR
RPA STAFF**

| DISCUSSION |
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| <p>Ms. Melissa Taylor said that the TPO must undergo the Transportation Improvement Program development every four years which is where projects are selected and it is determined how federal money will be programmed over a four-year period. The last year is carried over and 2017 will be carried over from the existing 2014-2017 TIP to the new 2017-2020 TIP, and 2018, 2019 and 2020 years will be programmed.</p> <p>The TIP Selection Committee met and made recommendations to the TPO Technical Coordinating Committee which then made recommendations to the TPO Executive Board. The Staff Report cover page outlined the steps which had taken place in the process thus far, and what the TIP Selection Committee recommended.</p> <p>Referring to the 11 x 17 pages handed out at the meeting which indicated "Board Rank," Ms. Taylor said that only the TPO Executive Board members received this handout today. This was to avoid confusing anyone's notes with the voting should the TPO Executive Board choose to re-rank the projects.</p> <p>Ms. Taylor said that she would walk everyone through three action items and referred to the handouts:</p> <p>1. Georgia Portion – Ms. Taylor said that Georgia requested only one new project, that there were plenty of funds to accommodate this new project, and there was one Georgia rollover project. Ms. Taylor said that no Transportation Alternatives Program money has been programmed, and this handout only shows programmed amounts of money for Catoosa County for a resurfacing project and a rollover project being managed by the Georgia Department Of Transportation. Ms. Taylor said that this money is available for 2017 and will probably still be available in 2018 should Catoosa County work on their project in 2018 (which Catoosa County is requesting). Ms. Taylor said that the staff would probably be working with the Georgia jurisdictions to hold a call for projects for the remaining Georgia funds at a later time, and that a motion was needed to approve the Georgia Portion. Chairman Leamon called for discussion or questions on this first action item, or a motion to approve the Georgia Portion (one new Georgia project and one rollover project) as presented.</p> <p>A motion was made to approve the Georgia Portion (one new project and one rollover project) as presented by Vice Chairman Ted Rogers (City of Collegedale), the motion was seconded by Mr. Dave Cox (Georgia Department Of Transportation), and the motion carried.</p> <p>2. Shallowford Rd Airport Road to Jersey Pike - Ms. Taylor said that the meeting packet included sheets listing rollover projects (TN Portion). She said that, when projects are rolled over from a previous TIP into the new TIP, there are often various project/phases in the past TIP which may or may not have been funded or built. Using the Business Rules enacted during the last TIP process, Ms. Taylor said that staff looked at cost estimates for projects and, if the cost estimates were more than 10% increase or if they didn't get the project under way as anticipated, the project(s) had to re-compete. During this TIP process, there were a couple of projects which needed to re-compete, and they were recommended for rollover by the TIP Selection Committee and by the TCC. Only one of the re-compete projects (Shallowford Rd Airport Road to Jersey Pike, City of Chattanooga) submitted the required Exceptions form and Justification form describing why this project did not begin as anticipated. Ms. Taylor said that both the TIP Selection Committee and TCC recommended that this project be automatically rolled over from the past TIP to the 2017-2020 TIP, and that the TPO Executive Board could uphold these recommendations to automatically rollover the project or vote to treat the project as an Exceptions (re-complete) project. Ms. Taylor said that this project contains three phases (PE-NEPA, Design and ROW) and was shown on the TN Portion Rollover sheets in the meeting packet as Shallowford Rd Airport Road to Jersey Pike.</p> <p>Chairman Leamon inquired if there were any questions or discussion, or called for a motion to either automatically rollover the Shallowford Rd Airport Road to Jersey Pike project to the 2017-2020 TIP, or a motion that the project should re-compete.</p> <p>A motion was made by Mr. Blythe Bailey (City of Chattanooga) to automatically rollover all three phases of the Shallowford Rd Airport Road to Jersey Pike project into the 2017-2020 Transportation Improvement Program, the motion was seconded by Mr. Bob Colby (Chattanooga-Hamilton County Air Pollution Control Bureau), and the motion carried.</p> <p>3. Approve By Resolution 2017-2020 Transportation Improvement Program Project List For The TPO's Designated Allocation Of Surface Transportation Block Grant and Transportation Alternatives Program - Ms. Taylor referred to the 11x17" sheets (TN Portion) contained in the meeting packet and said that this list shows the projects which have been recommended for funding by the TIP Selection Committee and TCC. Ms. Taylor said that essentially all phases of the first nine projects can be funded. Based on the TIP Selection Committee's recommendation, and after funding all phases of projects #1 thru #9, the available funding diminishes to an amount no longer able to accommodate a full phase/project (see handout). However, after the TCC's recommendation following the recommendation of the TIP Selection Committee, and the TPO Staff's final double-check of all funding, calculations, and allocations for 2016 through 2020 (the TPO was missing allocation for one year from TDOT) with a growth rate applied, balances for the STBG-M and TAP funds differ from those discussed at the time of the TCC's meeting: STBG-M (\$300K at TCC) is now \$706,040 and TAP (0 at TCC), is</p> |

now showing \$139,440. Still, Ms. Taylor said that only projects #1 through #9 can be fully funded. Ms. Taylor referred to four other projects shown on the 11x17" sheet and highlighted in yellow (Signal Mountain [Taft Bike Ped Path Construction @ \$366,750], CARTA [had an original purchase of several electric shuttles with one shuttle costing about \$400,000], Collegedale [Apison Pk Streetscape PE-N/PE-D @ \$72,000], and Lakesite [Ped Project PE-N/PE-D @ \$32,854]). Ms. Taylor said that, should the TPO Executive Board choose to do so, it might be possible to fund some of these projects in addition to projects #1 through #9 with the remaining \$706,040 STBG-M funds (Signal Mountain Taft Bike Ped Path Construction and CARTA @ approximately \$400K per shuttle), and the \$139,440 TAP funds (for Collegedale Apison Pike Streetscape [PE-N/PE-D] @ \$72,000, and Lakesite Ped Project [PE-N/PE-D] @ \$32,854).

Ms. Taylor said that those are the additional projects that could possibly be funded in addition to projects #1 through #9. However, Ms. Taylor said that, following the Business Rules established during the last TIP cycle that identified that a Contingency Fund should be considered, the TPO Staff discussed the possibility of a Contingency Fund with the TCC. The TCC recommended that the TPO Staff explore all of the options associated with a Contingency Fund and perhaps table that kind of action for the next TIP cycle or another point in time. Ms. Taylor said that it is up to the TPO Executive Board to determine how they would like to proceed regarding a possible Contingency Fund.

Recapping, Ms. Taylor said that, as of now and with the recommendations of the TIP Selection Committee and TCC, projects #1 through #9 can be funded, with the Board possibly making judgment calls on expending the remaining \$706,040 STBG-M and \$139,440 TAP funds, or perhaps establishing a Contingency Fund with the remaining STBG-M and TAP funds. Ms. Taylor said that it is up to the TPO Executive Board to decide how to move forward.

Chairman Leamon called for questions, and responding to an inquiry regarding the cost of one CARTA electric shuttle as shown on the handout, Ms. Taylor said that, taking the total amount requested for six electric shuttles, she simply divided the total requested by six for the estimated cost of one electric shuttle (\$400K). Ms. Lisa Maragnano, CARTA, said that \$400K would be the approximate cost for two of the smaller shuttles plus the additional equipment required (larger vehicles costing more), and that CARTA would appreciate receiving any funding that could be allocated.

Chairman Leamon said that it was his interpretation that there were three possible actions which the TPO Executive Board could take:

1. Accept the TCC recommendation to approve all rollovers plus projects #1 through #9, and leave \$706,040 in STBG-M funds and leave \$139,440 in TAP funds
2. Accept the TCC recommendation to approve all rollovers plus projects #1 through #9, and make a motion to expend a portion (if not all) of the additional STBG-M and TAP funds for other projects (whatever adds up to the number of available remaining funds)
3. Disregard the TIP Selection Committee & TCC recommendations and go through a TPO Executive Board ranking of the list while remaining fiscally constrained. (Chairman Leamon reminded that the ranking went through the TIP Selection Committee which was made up of members of the TPO organization who wanted to be part of the Committee, and then the TIP Selection Committee recommendations were vetted through the TCC).

Chairman Leamon called for questions or further discussion and responding to an inquiry, Ms. Taylor confirmed that the money available (\$706,040 STBG-M and \$139,440 TAP shown on the handout) is available for funding other projects (in addition to projects #1 through #9) based on the desire of the TPO Executive Board. Ms. Taylor said that the four projects (Signal Mountain, CARTA, Collegedale and Lakesite) were highlighted by staff as possible projects (depending on the TPO Executive Board's preferences) that could be funded in addition to projects #1 through #9 as they were requested during the process and due to the cost of the projects. Ms. Taylor said that it would not be possible to fund some of the higher cost projects in addition to projects #1 through #9 (using the City of Chattanooga 3rd/4th project as an example – although it is next on the list, the cost is too high to be funded with the available remaining funds).

Responding to an inquiry from Vice Chairman Ted Rogers, Ms. Taylor confirmed that it would be possible, depending on the TPO Executive Board's preferences, to fund projects #1 through #9, some combination of the highlighted projects, and provide some funds to CARTA with the remaining available funds. Responding to Chairman Leamon's inquiry regarding fiscal constraint if projects in the amount of \$366,750 (Signal Mountain) and \$400K (CARTA) were funded, Ms. Taylor said that fiscal constraint would be a problem, unless CARTA feels that there are other elements of the shuttle purchase that could be dropped out, thereby lowering the cost of one electric shuttle from \$400K.

A motion was made by Vice Chairman Ted Rogers (City of Collegedale) to accept the TCC recommendation and approve by resolution projects #1 through #9 and add in the Signal Mountain, Collegedale and Lakesite projects, with any remaining funds being used as a Contingency for possible overruns on all of the projects.

Chairman Leamon called for comments and Mr. Bob Colby (Chattanooga-Hamilton County Air Pollution Authority), said that the Signal Mountain Taft Bike Ped Path project ranked so high in order to get the children away from Taft Highway and traffic, and that he thinks this is a good motion.

Responding to an inquiry from Mr. Blythe Bailey (City of Chattanooga) regarding how funds would be allocated later should the TPO Executive Board not make a decision today to approve the yellow highlighted projects, Ms. Taylor said that the Board has before it an evaluated and ranked list of projects which has followed the established process. She said that the yellow highlighted projects were evaluated and ranked projects during the recent process, and were highlighted in yellow now because of the amount of money remaining (after projects #1 through #9 were funded). The projects were highlighted because it might be possible to accommodate (fund) a fully scoped and requested project with the remaining funds. Normally, the funding would go on the next ranked project. However, because there is so little an amount of remaining money and TAP funds can only be used for certain types of projects, other projects cannot be

funded (full project or phase). Ms. Taylor said that, if money were available, she would not foresee going through another process (call for projects, TPO Selection Committee ranking/scoring, TCC recommendation, and TPO Executive Board approval).

Ms. Taylor said that the only other thing to do is for the TPO Executive Board to consider the idea of an off the top contingency to accommodate project cost overruns, and that the Business Rules indicate that a 1-5% contingency should be applied to all projects in the TIP, and that there is not nearly enough money to do that. Ms. Taylor said that the idea of a contingency was discussed at the last TCC meeting and the decision was made for the TPO Staff to take a more thoughtful look at the possibility of a contingency, and at the request of the TPO Executive Board, staff would present more information to the TPO members.

Chairman Leamon said that the current motion on the table is for approximately \$350K to be held in a contingency fund and, as projects move forward in the TIP and as there are cost overruns, those projects would be brought back to the TPO Executive Board to approve the use of the contingency funds for the cost overruns on those particular project(s). Ms. Taylor agreed, and said that it might behoove the TPO Executive Board to look at the cost of projects at the end of each year to determine whether the cost estimates are still good and be prepared to make better informed decisions on which projects receive contingency funds (not just on a first-come, first-served basis, which has been an issue in the past).

Ms. Maragnano (CARTA) said that she would like to explain further about the electric shuttles. She said that the six shuttles needing replacement are over twenty years old. She said that CARTA can probably reduce some of the cost for one new electric shuttle (down from the \$400K shown) by using radio equipment from an older vehicle, and that she would really appreciate having the TPO Executive Board consider funding at least one electric shuttle for CARTA, as it would assist CARTA in their operational plans. She said that one of these new vehicles would replace two of the twenty year old vehicles and, while she understands the need for a contingency, she would appreciate any consideration for funding CARTA for the purchase of one new electric shuttle in this TIP.

Vice Chairman Ted Rogers said that he would like to amend his **motion to accept the TCC recommendation to approve by resolution projects #1 through #9 and add in the Signal Mountain, Collegedale and Lakesite projects, and allow the remaining funds to be used by CARTA for the purchase of one electric shuttle.**

Chairman Leamon inquired of Ms. Taylor whether or not this motion would work. Ms. Taylor said that it would work, and that if this is the decision of the TPO Executive Board, she respectfully requests that CARTA resubmit a revised scope for their project so that the TPO Staff can see the revised cost estimate for the purchase of one electric shuttle and accommodate the purchase if the available funds allow for it. Ms. Maragnano agreed to provide a revised project scope.

Chairman Leamon restated the amended motion on the table (outlined above), called for a second to the amended motion on the table and **the amended motion was seconded by Councilman Bill Lusk, Town of Signal Mountain.** Chairman Leamon called for any further questions, comments or discussion and, there being none, called for a vote on **the amended motion which carried.** Chairman Leamon thanked everyone, said that this will be the new TIP, and applauded the TPO Staff for their tremendous amount of work and coordination with all of the jurisdictions.

CONCLUSIONS

There being no further questions/comments, **the following motions were made to approve, seconded and the motions carried.**

| TCC/BOARD ACTION/RESOLUTION | PERSON PRESENTED MOTION | PERSON SECONDED MOTION |
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| <p>APPROVE BY RESOLUTION 2017-2020 TRANSPORTATION IMPROVEMENT PROGRAM PROJECT LIST FOR THE TPO'S DESIGNATED ALLOCATION OF SURFACE TRANSPORTATION BLOCK GRANT AND TRANSPORTATION ALTERNATIVES PROGRAM:</p> <p>Motion was made to approve the Georgia Portion (one new project and one rollover project) as presented by Vice Chairman Ted Rogers (City of Collegedale), the motion was seconded by Mr. Dave Cox, (Georgia Department Of Transportation), and the motion carried.</p> <p>Motion was made by Mr. Blythe Bailey (City of Chattanooga) to automatically rollover all three phases of the Shallowford Rd Airport Road to Jersey Pike project into the 2017-2020 Transportation Improvement Program, the motion was seconded by Mr. Bob Colby (Chattanooga-Hamilton County Air Pollution Control Bureau), and the motion carried.</p> <p>Motion was made by Vice Chairman Ted Rogers (City of Collegedale) to accept the TCC recommendation to approve by resolution projects #1 through #9, add in the Signal Mountain, Collegedale and Lakesite projects, and allow the remaining funds to be used by CARTA for the purchase of one electric shuttle, the motion was seconded by Councilman Bill Lusk (Town of Signal Mountain), and the motion carried.</p> | <p>Vice Chairman Ted Rogers City of Collegedale</p> <p>Mr. Blythe Bailey</p> <p>Vice Chairman Ted Rogers</p> | <p>Mr. Dave Cox</p> <p>Mr. Bob Colby</p> <p>Councilman Bill Lusk Town of Signal Mountain</p> |

| STAFF FOLLOW-UP | PERSON RESPONSIBLE | DEADLINE |
|---|--------------------|----------|
| TPO Staff will review the revised scope for the CARTA project for the purchase of one electric shuttle and the purchase will be accommodated if the available remaining funds allow for the purchase. | Ms. Melissa Taylor | |

ITEM #5. APPROVE BY RESOLUTION AMENDMENT TO THE 2016-2017 UNIFIED PLANNING WORK PROGRAM

**MS. KAREN RENNICH
TPO STAFF**

| DISCUSSION |
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| <p>Ms. Karen Rennich said that the TPO developed the 2016-2017 Unified Planning Work Program (UPWP) last spring which, like typical work programs, details the tasks and activities that the TPO will undertake during the specified time period and its programs funding for those activities. She said that the 2016-2017 UPWP was approved last August 2015 by the TPO Executive Board, that TDOT requested the MPO's to update their UPWP this year primarily due to the FAST Act legislation, and this amendment has been prepared based on recommended guidance (including successfully addressing all state and federal comments). The changes are on the website and Ms. Rennich said that she is recapping the changes today to ensure everyone understands them prior to today's adoption of this amendment.</p> <p>The UPWP is being amended and this draft document:</p> <ul style="list-style-type: none"> o Added references to the FAST Act legislation o Added task: TPO to determine the status of American Disabilities Act (ADA) Transition Plans – of interest to both TDOT & Federal Highway o Added acronyms to the glossary (some related to FAST Act legislation) o Clarified expenditures on software o Updated language on the TPO's air quality status (outlined above in Items #1 and #2) o Updated language on RTP deliverables: Revenue Development and Operations & Maintenance development (updated deadlines) o The UPWP addresses funding (see two Tables at the back of the UPWP): <ul style="list-style-type: none"> Funding Change <u>FY16</u>: <ul style="list-style-type: none"> Added \$221,740 in Federal funds (rollover funds from prior years needed for RTP beginning this year) (TDOT PL); Added \$12,827 in Federal funds (GDOT PL) Funding Change <u>FY17</u>: Added \$2,581 in Federal funds (GDOT PL) <p>Ms. Rennich said that most of the additional funds went into funding tasks for the Consulting support for Data and TDM, and Consulting support for Long-Range Planning. She said that the changes have been reviewed by the state and federal partners and all comments have been satisfactorily addressed and signed off on by the state and federal partners, that copies of the revised UPWP were on the meeting handout table and that, as soon as the document is finalized, a link to the revised document will be sent to TPO Members. The TCC recommended approval on May 3, 2016.</p> <p>Chairman Leamon called for questions/comments, and hearing none, 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 |
| APPROVE BY RESOLUTION AMENDMENT TO THE 2016-2017 UNIFIED PLANNING WORK PROGRAM | Mr. Dave Cox | Ms. Lisa Maragnano Chattanooga Area Regional Transportation Authority |

**ITEM #6. DESIGNATE THE CHATTANOOGA-HAMILTON COUNTY/NORTH
 GEORGIA TRANSPORTATION PLANNING ORGANIZATION'S COORDINATOR
 OR DESIGNEE AS THE TPO'S REPRESENTATIVE TO THE SOUTHEAST
 TENNESSEE RURAL PLANNING ORGANIZATION'S TECHNICAL COMMITTEE**

**MS. KAREN RENNICH
 RPA STAFF**

DISCUSSION

Ms. Karen Rennich said that the Southeast Tennessee Rural Planning Organization (RPO) is the rural planning version of the MPO. She said that the RPOs coordinate long-range transportation planning activities outside of the MPOs, and that TPO Staff has regularly attended the Southeast Tennessee RPO meetings for years.

This past winter, the Southeast Tennessee RPO added a representative from this TPO as a voting member of their Technical Committee confirming the importance of interaction between the TPO and RPO. Ms. Rennich said that the Southeast Tennessee RPO is requesting formal action by the TPO Executive Board regarding this appointment of a TPO Representative to their Technical Committee, resulting in today's agenda item.

As the TPO Coordinator, Ms. Rennich said that she regularly attends RPO meetings as the TPO Representative and, contingent upon approval by the TPO Executive Board today, Chairman Leamon will be provided a letter for signature naming the TPO Coordinator as the TPO Representative to the Southeast RPO Technical Committee.

Ms. Rennich said that, depending on the topic being discussed at a particular RPO meeting, there may be times when another TPO Staff person may be better suited to attend the meeting and provide input/guidance, and the appointment letter also provides for a Designee to attend on behalf of the TPO Coordinator to represent the TPO.

Chairman Leamon called for questions/comments, and hearing none, called for a motion.

CONCLUSIONS

There being no comments or questions, the motion was made to approve as presented, the motion was seconded and the motion carried.

| TCC/BOARD ACTION/RESOLUTION | PERSON PRESENTED MOTION | PERSON SECONDED MOTION |
|---|--------------------------|------------------------|
| DESIGNATE THE CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA TRANSPORTATION PLANNING ORGANIZATION'S COORDINATOR OR DESIGNEE AS THE TPO'S REPRESENTATIVE TO THE SOUTHEAST TENNESSEE RURAL PLANNING ORGANIZATION'S TECHNICAL COMMITTEE | Vice Chairman Ted Rogers | Mr. Stacy Morrison |

| STAFF FOLLOW-UP | PERSON RESPONSIBLE | DEADLINE |
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| The TPO appointment letter signed by the TPO Executive Board Chairman will be provided to the Southeast Tennessee RPO Technical Committee. | Ms. Karen Rennich | |

ITEM #7. CONTINUITY OF OPERATIONS PLAN

**MS. KAREN RENNICH
RPA STAFF**

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| DISCUSSION | | |
| <p>Ms. Karen Rennich said that the Continuity of Operations Plan (COOP) is a plan designed to determine how an organization and its activities would operate following an emergency “event” (major threat, catastrophic disaster, terrorist activity, or national emergency). She said that the TPO goes through a federal review every four years to ensure that the TPO is following federal regulations and developing a COOP was one of the recommendations from the last Certification Review. The TPO was also encouraged to develop a COOP by Tennessee Federal Highway to ensure that activities of the TPO continue through an emergency event, and this COOP meets one of the planning factors, “increase the security of the transportation system for motorized and non-motorized users.” Unlike the RTP and TIP, Ms. Rennich said that the COOP is not required to be adopted by the TPO, but that it is being shared with the TPO because it contains things that may impact the TPO Members.</p> <p>The COOP is intended to ensure the continuation of TPO functions following an emergency event especially if the TPO Staff cannot continue to operate at the RPA offices, and it outlines the recovery plan for the TPO to get back online and return to operation following an emergency event.</p> <p>Items in the COOP which may be of particular interest to the TPO Members are:</p> <ol style="list-style-type: none"> 1. The TPO Staff and TPO related information and data will be available following an emergency event (the staff has worked with the City of Chattanooga IT Department to ensure that TPO Staff is able to get the TPO systems up and running and have all of the information needed - most likely the TPO Staff will telework) 2. The COOP has a provision in place for a TPO Executive Board meeting to be conducted via telephone in an emergency event (the TPO Executive Board will have the ability to meet via conference call which has been discussed with the Chattanooga City Attorney who advises the RPA, and he agrees that the conference call meets the requirements for the TPO Executive Board to take action if needed in an emergency) 3. In his role as TPO Chairman and Hamilton County Administrator, Todd Leamon is the Acting Executive Director for the TPO if the lead TPO Staff are unavailable (both the TPO Chairman and Vice Chairman will be provided copies of the COOP) <p>Because the COOP is not adopted by the TPO Executive Board, Ms. Rennich said that the document will be updated by the TPO Staff as needed with information, contacts or changes in staffing.</p> <p>Chairman Leamon referred everyone to the COOP document contained in the meeting packet, called for questions or 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 #8. OFFICIAL NOTICE OF FEDERAL TRANSIT AUTHORITY
5310 CALL FOR PROJECTS**

**MS. CORTNEY GEARY
RPA STAFF**

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| DISCUSSION | | |
| <p>Ms. Cortney Geary said that, in coordination with the Chattanooga Area Transportation Authority (CARTA), the TPO is issuing a call for projects for Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities for remaining FY15 and FY16 (\$261,567 combined federal funds) and anticipated FY17 funds (\$402,867 expected to be available in 2017) for the TPO area.</p> <p>The call for projects will open Monday, August 1, 2016, applicants should email tpo@chattanooga.gov by Friday, August 26, 2016 expressing intent to apply, and the application submission deadline is Friday, September 30, 2016 (5:00 p.m. Eastern).</p> <p>The TPO Human Services Transportation Committee will participate in project selection and the TPO Technical Coordinating Committee will make recommendation to the TPO Executive Board for approval.</p> <p>See meeting packet staff report for further details including purposes and eligibility for these funds, matches, SurveyMonkey and FTA guidance website, and Ms. Geary is available to answer any questions.</p> | | |

Chairman Leamon inquired if there were other questions/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 #9. STAFF REPORTS

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION

Staff Reports are discussed verbally as appropriate, or if there are questions. The Staff Reports contain the details regarding each item including contact information.

- o Notice of 2014-2017 TIP Adjustments/Modifications
- o TDOT Quarterly Status Report (4/19/2016)
- o CARTA On-Board Survey Report
- o Hamilton County Comprehensive Plan: Renewing Our Vision
- o Grants and Grant Awards
- o Walking Action Institute Update
- o Annual Review of the Coordinated Public Transit Services Transportation Plan
- o Upcoming Training and Continuing Education Events

Ms. Cortney Geary recapped the Open/Upcoming Multimodal Grant opportunities and deadlines:

- o TDOT Congestion Mitigation and Air Quality (CMAQ) Grant (deadline 7/1/16) – TDOT received the required Letter of Intent from the City of Chattanooga for a Rails/Trails project, CARTA for electric vehicle expansion/van pool, and the Regional Planning Agency for continuation of the Chattanooga Area Green Trips Program
 - o Mobility on Demand (MOD) Sandbox Program (deadline 7/5/16)
 - o TDOT 2017 Transportation Alternatives Program (TAP) (deadline 10/3/16) – Federal funds with Local match
 - o Eastern Federal Lands Access Program (opening 8/15/16 with deadline 11/15/16 for TN, and opening 9/15/16 with deadline 12/15/16 for GA)
- (See meeting packet Staff Report for details)

Regarding the Walking Action Institute, Ms. Geary said that the TPO took an interdisciplinary team to the institute, and the Team Action Plan was sent to the National Association of Chronic Disease Directors (NACDD) on May 27, 2016 (see copy of Action Plan in the meeting packet). Ms. Geary asked that anyone contact her regarding any neighborhood/community organizations in their jurisdiction who might be interested in organizing a walking event (perhaps to celebrate existing infrastructure or conduct a walking audit to identify quick solutions to improve walking conditions), and said that she will be happy to work with the organizations.

Ms. Geary said that the TPO is required to conduct an annual review of the Coordinated Public Transit-Human Services Transportation Plan and update the TPO Executive Board (no approval required). As result of the May 23, 2016 meeting with the Human Services Transportation Committee for the annual review, minor updates were made by the TPO Staff, the website has been updated and the updated pages were contained in the meeting packet. Ms. Geary is available to answer any questions regarding the annual review.

Chairman Leamon called for questions/comments and there being none, referred everyone to the Open/Upcoming Grant Table and Upcoming Training/Education Events information contained in the meeting packet for additional details.

CONCLUSIONS

No Formal Action Required

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

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|--|--------------------------------|-------------------------------|
| DISCUSSION | | |
| <p>Chairman Leamon called for questions or comments from the public, and there being none, called for any further discussion or comments by the TPO Executive Board members.</p> <p>Ms. Lisa Maragnano, CARTA, said that she wished to thank Ms. Cortney Geary and the Walking Action Institute Team (which included a CARTA representative) for all of their work preparing for and attending the institute, and for development of the Action Plan. She said that it took a lot of work on the part of the Team and the results are very helpful.</p> <p>The next TPO Executive Board Meeting is Wednesday, August 24, 2016 @ DRC 1A (1:30-3:00 p.m.) Eastern. Ms. Karen Rennich confirmed that the next regularly scheduled TPO Technical Coordinating Committee (TCC) Meeting on Tuesday, July 5, 2016 (1:30-3:00 p.m. Eastern @ DRC / 1A) is cancelled. She said that the next TCC meeting date is being left fluid due to meeting the 2017-2020 TIP schedule and review period, and the TCC will be notified as soon as the next TCC meeting is scheduled.</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 |
| | | |

TPO EXECUTIVE BOARD MEETING

Role Call: JUNE 22, 2016

- | | |
|---|--|
| <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 checked="" type="checkbox"/> Chairman of the Board | County, Tennessee |
| <input checked="" type="checkbox"/> Director | Chattanooga Area Regional Transportation |
| <input type="checkbox"/> Elected Representative | Authority |
| <input type="checkbox"/> Elected Representative | Chattanooga Metropolitan Airport Authority |
| <input checked="" 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 type="checkbox"/> Mayor/Commission Representative | East Ridge, Tennessee |
| <input checked="" type="checkbox"/> Mayor/Commission Representative | Fort Oglethorpe, Georgia |
| <input checked="" type="checkbox"/> Mayor/Commission Representative | Lakesite, Tennessee |
| <input checked="" type="checkbox"/> Mayor/Commission Representative | Lookout Mountain, Georgia |
| <input type="checkbox"/> Mayor/Commission Representative | Lookout Mountain, Tennessee |
| <input checked="" type="checkbox"/> Mayor/Council Representative | Red Bank, Tennessee |
| <input type="checkbox"/> Mayor/Commission Representative | Ridgeside, Tennessee |
| <input checked="" type="checkbox"/> Mayor/Alderman Representative | Ringgold, Georgia |
| | Rossville, Georgia |
| | Signal Mountain, Tennessee |
| | Soddy-Daisy, Tennessee |
| | Walden, Tennessee |

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