

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



MINUTES

FEBRUARY 21, 2012 1:30 PM EASTERN

DEVELOPMENT RESOURCE CENTER
1250 MARKET STREET
CHATTANOOGA, TN 37402

MEETING CALLED BY	Chairman Manuel Rico
TYPE OF MEETING	Executive Board
FACILITATOR	Ms. Karen Rennich, Chattanooga-Hamilton County Regional Planning Agency (RPA)
NOTE TAKER	Ms. Rozanne Brown, RPA
QUORUM	Yes
ATTENDEES	See Attachment

ANNOUCEMENTS	
PUBLIC COMMENTS	
OTHER ITEMS OF IMPORTANCE	Handouts: (1) TPO Executive Board Designee Letter form; (2) Bike Chattanooga – Bicycle Transit System; (3) TDOT Safe Routes to School (2011-2012) Program Guidelines and Application

Agenda Topics

ITEM #1. APPROVAL OF THE NOVEMBER 1, 2011 MINUTES

**CHAIRMAN MANUEL RICO
CHATTANOOGA CITY COUNCIL
REPRESENTATIVE**

DISCUSSION		
There being no further discussion or changes submitted, a motion to approve was made, seconded and the motion carried.		
CONCLUSIONS		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
Approval of the November 1, 2011 TPO Executive Board Meeting minutes.	Mr. Steve Leach City of Chattanooga Designee	Mr. Todd Leamon Hamilton County Designee
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #2. APPROVE BY RESOLUTION THE PREQUALIFICATION OF THE CONSULTANT FIRMS ALLIANCE TRANSPORTATION GROUP, CAMBRIDGE SYSTEMATICS, INC., THE CORRADINO GROUP, INC., KIMLEY-HORN AND ASSOCIATES, INC., PARSON BRINCKERHOFF, TRANSYSTEMS, AND CDM SMITH FOR VARIOUS PROFESSIONAL TRANSPORTATION PLANNING SERVICES FOR A FOUR-YEAR TERM

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION	<p>Ms. Karen Rennich said that the TPO issued a two-part RFQ for professional transportation planning services intended to: (1) prequalify a pool of consultants for a four-year period, and (2) acquire consultants for immediate service needs. The TPO Consultant Selection Subcommittee (which included Mr. Bill Payne, City of Chattanooga Engineer, Mr. Todd Leamon, Hamilton County Engineer, Ms. Deborah Fleming of TDOT, and several RPA Staff members), met in January, 2012 and Ms. Rennich thanked the members for their participation. Ms. Rennich said that the term of the current prequalified consultant firms (selected in 2008) ends in June, 2012. She said that the immediate service needs are those services which the Subcommittee members felt would be required over the next four years (outlined in the meeting packet). When the need arises for a professional study or service, these prequalified firms can submit a "letter of interest" and, if multiple firms submit letters, the TPO Consultant Selection Subcommittee will again review, rank and provide a recommendation to the TPO for the best consultant firm to proceed with the study or service. Ms. Rennich said that the seven firms listed in the resolution being submitted for prequalification approval were recommended for a four-year term by the TPO Consultant Selection Subcommittee members and TCC (January 31, 2012). If approved by the TPO Executive Board, the seven firms would remain prequalified for a term of four years. There being no further discussion, a motion to approve as presented was made, seconded, and the motion carried.</p>	
CONCLUSIONS		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
<p>Approved by resolution as presented by staff. <i>Note: Parson Brinckerhoff (as shown above) is intended to be: Parsons Brinckerhoff, Inc.</i></p>	Mr. Todd Leamon	Mr. Steve Leach
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #3. APPROVE BY RESOLUTION THE CHATTANOOGA-HAMILTON COUNTY REGIONAL PLANNING AGENCY, THE PLANNING ENTITY OF THE CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA TRANSPORTATION PLANNING ORGANIZATION, TO ENTER INTO WORK ORDER CONTRACT(S) FOR VARIOUS TRANSPORTATION PLANNING SERVICES FOR UP TO A FOUR YEAR PERIOD WITH CAMBRIDGE SYSTEMATICS, INC.

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION	<p>Ms. Rennich said that the second part of the RFQ was to proceed with acquiring consultants for immediate service needs as listed in the meeting packet (Air Quality modeling, Travel Demand modeling, and various transportation planning services related to the federally mandated four-year transportation plan). The TPO must proceed as quickly as possible with some of these needs, and the work will be done by the approved consultants in partnership with RPA Staff over the next four years. After careful evaluation and ranking by the Subcommittee, three firms were interviewed through the City of Chattanooga procurement process. Of the three firms interviewed, two firms are being recommended for immediate service needs by the Subcommittee and TCC (January 31, 2012). Cambridge Systematics, Inc. is being recommended for Air Quality modeling and other transportation planning services for the next four years. They have been one of our prequalified firms and our lead consultant firm for the past four years. Following approval of this resolution, RPA Staff will proceed with contract preparation for the stated services. Consultant work is reflected in the Unified Planning Work Program and Regional Transportation Plan process, where the TPO will see the work unfold. Responding to an inquiry, Ms. Rennich said that Cambridge Systematics, Inc. has offices across the nation, but that our TPO works most often with their Atlanta, Georgia and Tallahassee, Florida offices, and they are very familiar with our area. There being no further questions or discussion, a motion to approve was made, seconded, and the motion carried.</p>
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CONCLUSIONS		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
Approved by resolution as presented by staff.	Mr. Steve Leach	Mr. Billy Cooper City of Ridgeside Designee
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Staff will proceed with contract preparation.	Ms. Karen Rennich	

ITEM #4. APPROVE BY RESOLUTION THE CHATTANOOGA-HAMILTON COUNTY REGIONAL PLANNING AGENCY, THE PLANNING ENTITY OF THE CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA TRANSPORTATION PLANNING ORGANIZATION, TO ENTER INTO WORK ORDER CONTRACT(S) FOR VARIOUS TRANSPORTATION PLANNING SERVICES FOR UP TO A FOUR YEAR PERIOD WITH KIMLEY-HORN AND ASSOCIATES, INC.

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION		
Ms. Rennich said that, following the interviews, the Consultant Selection Subcommittee is recommending Kimley-Horn and Associates, Inc. for the immediate service needs of Travel Demand modeling as outlined in the meeting packet (including training, support and guidance to RPA Staff) as they also work on the Travel Demand Model, and also for various transportation planning services. There being no further discussion, a motion to approve was made, seconded, and the motion carried.		
CONCLUSIONS		
Ms. Rennich invited the representatives for the prequalified consultant firms who were attending the meeting to introduce themselves: Kimley-Horn and Associates, Inc. (Mr. Kenny Monroe, Project Manager), and Parsons Brinckerhoff, Inc. (Ms. Michelle Kendell, Area Manager, and Ms. Jeanne Stevens, Supervising Planner in Nashville). Also in attendance were Ms. Nancy Sartor and Mr. Jim Kerr of Wiser Company, and Mr. Stephen Meyer of Volkert, Chattanooga. Chairman Rico welcomed everyone and thanked them for attending.		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
Approved resolution as presented by staff.	Commissioner Chester Bankston Hamilton County	Mr. Steve Leach
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Staff will proceed with contract preparation.	Ms. Karen Rennich	

ITEM #5. ELECTION OF TPO EXECUTIVE BOARD OFFICERS (CHAIRMAN AND VICE-CHAIRMAN) FOR 2012-2013

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION		
<p>Referring to a summary sheet contained in the meeting packet, Ms. Karen Rennich said that the TPO Board Chairman and Vice-Chairman election needs to be held at the first TPO Executive Board meeting of 2012 (February 21, 2012), and that TPO officer election is required every "even" year. New officers preside at the next meeting following their election.</p> <p>Ms. Rennich said that a call for nominations was made for 2012-2013 TPO Executive Board Officers (Chairman and Vice-Chairman) at the last TPO Executive Board meeting on November 1, 2011. Reminder emails were sent by RPA Staff to the TPO Executive Board members on November 29, 2011 and December 9, 2011, with a December 16, 2011 deadline given. Ms. Rennich said that no nominations were received by the RPA Staff by the deadline. She asked that, if anyone had sent an email to RPA Staff or wished to nominate someone for an office, that they please speak at that time (no response). Ms. Rennich said that, after the nomination deadline had passed, RPA Staff contacted current Chairman Manuel Rico and Vice-Chairman Bob Colby to advise them that no nominations had been received. Both agreed to serve in their current capacity for another term (2012-2013), provided the TPO Executive Board approves. There being no other nominations by email or from the floor, motion to close the nominations and proceed with the approval of TPO Executive Board officers for 2012-2013 as suggested (Chairman Manuel Rico and Vice-Chairman Bob Colby) was made, seconded and the motion carried.</p> <p>On behalf of the RPA Staff, Ms. Rennich thanked Chairman Rico and Vice-Chairman Colby for serving as officers of the TPO Executive Board for the past year and for agreeing to serve another term (others concurred).</p>		
CONCLUSIONS		
<p>The TPO Executive Board By-Laws state "an officer may succeed himself, with no limitation to the number of terms, contingent on eligibility as the result of being a principal elected official or an executive officer of a principal transportation agency."</p>		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
Election of TPO Executive Board Officers for 2012-2013 (Chairman and Vice-Chairman)	Mr. Billy Cooper	Commissioner Chester Bankston
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #6. DISCUSSION OF A POTENTIAL REVISION TO THE BY-LAWS OF THE EXECUTIVE BOARD OF THE CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA TRANSPORTATION PLANNING ORGANIZATION (TPO) (AMENDED NOVEMBER 6, 2008) TO CHANGE THE NUMBER OF MEMBERS REQUIRED TO BE PRESENT TO CONSTITUTE A QUORUM, CONDUCT BUSINESS TRANSACTIONS AND/OR PASSAGE OF RESOLUTIONS

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION
<p>Referring to details in the meeting packet, Ms. Karen Rennich said that this item has been placed on the agenda by the RPA Staff to update the TPO Executive Board about what staff does to ensure that a quorum is present at meetings, and to open the discussion regarding a possible change to the TPO Executive Board by-laws related to the quorum. Ms. Rennich said that there are twenty-eight TPO Executive Board members, over the last two years there were eleven meetings, and most members regularly attended. However, during this period, five members did not attend any of the eleven meetings, eight members attended one-half of the time (or less), and that at any given time, fifteen members regularly attend (simple majority = fifteen). There has been a concern at a couple of meetings with whether or not a quorum would be present. In an effort to ensure that a quorum is present, RPA Staff calls each Executive Board member one day prior to each meeting as a reminder and to determine whether or not a quorum can be expected at the meeting. In addition, a "new member packet" is sent by RPA Staff to newly elected officials to give them an idea of what the TPO is about, how it operates as an organization, and to provide them with the meeting dates.</p>

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Ms. Rennich said that the TPO Administrator for the TPO Executive Board (Ms. Rozanne Brown) does a good job interacting with members, getting members to the meetings, and keeping the Designee letters current. However, Ms. Rennich said that TPO Executive Board members are not able to attend all meetings, and she invited everyone to verify (through Ms. Brown) who their current Designee is, or complete a "Designee Letter" (form available at the meeting) appointing someone to attend meetings and vote on their behalf in their absence. Ms. Rennich said that, not only is it important to have a quorum at meetings in order for the TPO Executive Board to conduct business, but that this is a "regional" board, and it is very important to have everyone's participation and voice in the process.

Ms. Rennich said that some available options for helping to ensure the presence of a quorum are: (1) proceed with the current process, (2) revise the TPO Executive Board by-laws to provide for a smaller number of members required for a quorum, (3) provide outreach to the TPO Executive Board members who do not attend or have limited attendance at the meetings to ensure better participation, and (4) she inquired if there were other actions that the Executive Board members would like to have considered. Ms. Rennich said that she has discussed a possible change to the by-laws (possibly a smaller number of members required for a quorum) with the Tennessee Department of Transportation (TDOT), and with the City of Chattanooga Attorney (CHCNGA TPO Attorney). The City of Chattanooga Attorney has advised that fewer members could constitute a quorum, as long as the change is written into the TPO Executive Board by-laws.

Ms. Rennich opened the floor for discussion and other possible ideas mentioned were: (1) determination through the by-laws of whether or not it is mandatory for the five non-attending members to attend meetings - two non-attending members are legislative delegation representatives, and are not related to a municipality or its designee; and (2) a possible change in the meeting day (*of the week*). Based on twenty-eight TPO Executive Board members, minus five non-attending members (over two years) = twenty-three (simple majority = twelve), a **motion to reduce the number of members required to be present for a quorum from fifteen to twelve for TPO Executive Board meetings was made, seconded, and the motion carried.**

CONCLUSIONS	
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Ms. Rennich introduced newly elected Mayor Teddy Harris, City of Rossville, Georgia, and he was welcomed by Chairman Rico.

TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
Based on the motion made, and in accordance with the TPO Executive Board by-laws, a resolution to reduce the number of members required to be present for a quorum from fifteen to twelve will be considered at the next meeting.	Mr. Bob Colby Chattanooga-Hamilton County Air Pollution Control Bureau	Commissioner Chester Bankston

STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
RPA Staff will prepare a draft resolution for the proposed change to the TPO Executive Board by-laws by the next TPO Executive Board meeting (scheduled April 17, 2012), as indicated by the motion and as required by the by-laws.	Ms. Karen Rennich	April 17, 2012

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ITEM #7. NOTIFICATION OF SUBMITTED FHWA DISCRETIONARY GRANT PROGRAM PROJECTS (TN & GA)

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION

In Ms. Karen Hundt's absence, Ms. Karen Rennich said that this was a submittal during the last round of discretionary grants for the Moccasin Bend National Archeological District Gateway. It was submitted by the City of Chattanooga for the Public Lands Highway Program, and is a \$2.5M safety improvement request with additional commitments including the Lyndhurst Foundation for \$105,000 and the City of Chattanooga for \$500,000. This is part of the phasing to address Manufacturers Road from U.S. 27 to the new park entrance, and the National Park Service has been doing quite a bit of study and work on the new archeological district. Additional details including the City of Chattanooga contact name were contained in the packet, and the contact person for the Regional Planning Agency is Ms. Karen Hundt.

CONCLUSIONS

TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
No Formal Action Required		

STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #8. SPECIAL PRESENTATION: BIKE CHATTANOOGA – BICYCLE TRANSIT SYSTEM

**MS. STEFANIE deOLLOQUI
ASSOCIATE DIRECTOR
ACTIVE LIVING AND
TRANSPORTATION NETWORK (ALTN)**

DISCUSSION

As one of the grant managers and on behalf of Outdoor Chattanooga, Ms. deOlloqui said that the vision is to talk about livability and transportation, and that the purpose of a bike share program is to give people choices. She gave some current nationwide statistics for mode choices being made, and discussed health benefits and cost savings that can be anticipated by having people to be more active (see detailed handout available at the meeting). Ms. deOlloqui said that Complete Streets are about making the roadways available for everyone regardless of the mode chosen, and about economic revitalization. Complete Streets language is a part of the 2035 Long Range Transportation Plan (LRTP), and using a public bicycle share system in an urban setting addresses some Complete Streets issues allowing people to move around more, while protecting the air, improving public health and quality of life, and improving connectivity. The *Bike Chattanooga – Bicycle Transit System* will be launched in the third week of April 2012 with 300 bicycles. This is Phase I with 30 bicycle stations in the downtown corridor where density supports the system, with the possibility of later expansion to other areas. Ms. deOlloqui recognized the program partners (see Handout). She said that Alta Bicycle Share has been chosen as the vendor for daily operations of the program, and that Alta Bicycle Share carries the primary liability for the program. The Chattanooga system will have the first on-board GPS system to collect detailed data, a secondary lock (accommodating short stops), and a 7-speed hub to navigate hills. A bike can be picked up at one station and returned at any other station, improving travel connections. The bikes are available for a 24-hour period for an unlimited number of trips (up to 60 minutes per trip - with a usage charge over 60 minutes of \$5.00 for each one-half hour). An annual membership is also available through the www.bikechattanooga.com website for \$75/year which provides the member with a key card (allowing for 60 minute trips). An early member rate of \$60 is currently available, and 50 people have signed up for the annual membership to date. Sponsorships are also available upon request. Ms. deOlloqui said that the first Tennessee Bike Summit (People, Places and Transportation) will be held on the University of Tennessee at Chattanooga campus on May 2 – May 4, 2012 and everyone is invited.

CONCLUSIONS

TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
No Formal Action Required		

STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #9. STAFF REPORTS

**MS. MELISSA TAYLOR
RPA STAFF**

DISCUSSION		
<p>Staff report details are contained in the meeting packet and discussed selectively by RPA Staff, or when there are questions. Ms. Taylor wished to address several staff report topics, and said that she wished to recognize Ms. Betsy Evans who has been working with the TPO for some time. Ms. Evans has recently been promoted and accepted the new RPA position of Senior Transportation & Air Quality Planner, Strategic Long Range Planning Division. Some of her duties were outlined in more detail in the meeting packet.</p> <p>Ms. Taylor said that Mr. Hardie Stulce, City Manager, City of Soddy-Daisy, had brought to the TPO Executive Board's attention at the last meeting (<i>November 1, 2011</i>) that there were a couple of projects in the City of Soddy-Daisy (main connector related projects) which they were interested in seeing done. The TPO Executive Board voted on November 1, 2011 to have the RPA Staff send a letter of support to TDOT, which was sent on November 29, 2011. All parties involved in the conversation were copied on the letter, and a copy is available to anyone upon request. Out of that process, the idea of creating a "project checklist" grew including how to get projects started, and how to get them into the works for the transportation plan process from start to implementation. Ms. Taylor referenced the checklist contained in the meeting packet (<i>From Start to Finish: Getting a Project into the TPO's Process and Getting the Project Implemented Checklist</i>), and said that she would be happy to answer any questions about the checklist or the process.</p> <p>Ms. Taylor said that the Green Trips Program is a Congestion Mitigation Air Quality (CMAQ) program grant submitted by the Regional Planning Agency and that \$600,000 has been received. This program is intended to provide an incentive for alternative transportation, and to collect data on alternative transportation trips happening in our region (including Georgia). Ms. Taylor said that Green Trips would be a web based platform, that she is waiting for a final approval from FHWA for the NEPA clearance (which has been a three-four month process), and then staff will move forward with development of the web based platform. This may possibly involve adding a part-time staff person or securing outside consultant services.</p> <p>Regarding the Functional Classification System of Streets (FCS) information (TN portion only) and TDOT maps contained in the meeting packet, Ms. Taylor said that she had not had an opportunity to review each map in detail; however, staff wanted to get the maps to the jurisdictions as soon as possible. These maps are as a result of the recent FCS update when RPA Staff worked with each jurisdiction to update their roadways previously included in the FCS and identify any changes that needed to happen. Ms. Taylor urged everyone to review the maps as quickly as possible and advise her soon whether there were any issues that needed to be resolved (based on the past jurisdiction input). She has already identified one potential edit which has been discussed with the jurisdiction, but unless any other follow-up is needed, this has been approved by FHWA and is the final approved new FCS edit.</p>		
CONCLUSIONS		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
No Formal Action Required – Jurisdictions were asked to review the maps and advise of any issues that need to be addressed with TDOT within one to one and one-half weeks.		
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Staff will address any issues identified by the jurisdictions with TDOT within a week (or one and one-half weeks) following the February 21, 2012 TPO Executive Board meeting.	Ms. Melissa Taylor	

ITEM #10. PUBLIC COMMENTS AND OTHER ITEMS OF IMPORTANCE

CHAIRMAN MANUEL RICO

DISCUSSION		
<p>Chairman Rico said that the next TPO Executive Board meeting is April 17, 2012, and the next TPO Technical Coordinating Committee (TCC) meeting is March 6, 2012. There were no further questions or public comments.</p>		
CONCLUSIONS		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
Meeting Adjourned.		
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

TPO Board Meeting

Role Call February 21, 2012

- | | |
|---|--|
| <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 checked="" type="checkbox"/> Elected Representative | Chattanooga City Council |
| <input checked="" type="checkbox"/> County Mayor | Hamilton County |
| <input checked="" type="checkbox"/> Elected Representative | Hamilton County Commission (209-7202) |
| <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 checked="" 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 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 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 checked="" 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 |

15 = Quorum

Confirmed quorum
Karen Fenner