

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



DEVELOPMENT RESOURCE CENTER
1250 MARKET STREET
CHATTANOOGA, TN

MINUTES

APRIL 16, 2013

1:30 P.M. (EASTERN)

MEETING CALLED BY	Chairman Bob Colby
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 Quorum Sheet Attached

ANNOUNCEMENTS	
PUBLIC COMMENTS	Handouts: FHWA – FTA Transportation Planning Capacity Building Program (March 21, 2013); GDOT Complete Streets Policy; CEI Training Course (2013); Federal-aid Essentials for Local Public Agencies (Federal Aid Simplified); ROAD SAFETY 365 (Everyday Safety for Local & Rural Roads); Local Government Guidelines and Right-of-Way; Geometric Design for 2-Lane Roads and Streets; Design of Modern Roundabouts; Highway Safety Analysis; Sample Designee Letter; 2013 TPO Meeting Calendar; The Transportation Planning Process Key Issues, A Briefing Book for Transportation Decisionmakers, Officials, and Staff; TDOT Office of Community Transportation Contact List; TDOT Office of Local Program Development – Limited English Proficiency (LEP) / RPA Title VI Packet.
OTHER ITEMS OF IMPORTANCE	

Agenda Topics

ITEM #1. APPROVAL OF THE DECEMBER 18, 2012
TPO EXECUTIVE BOARD MEETING MINUTES

CHAIRMAN BOB COLBY

DISCUSSION		
	There being no discussion or changes submitted, a motion was made, seconded, a vote was taken and the minutes were approved.	
CONCLUSIONS		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
Approval of the December 18, 2012 TPO Executive Board Meeting Minutes	Mr. Billy Cooper Designee City of Ridgeside	Mr. Todd Leamon Designee Hamilton County
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #2. ELECTION OF TPO EXECUTIVE BOARD VICE CHAIRMAN FOR THE REMAINDER OF 2012-2013 TERM

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION		
<p>Chairman Bob Colby said that, by virtue of the TPO Executive Board By-Laws, he has unexpectedly taken the position of Chairman of the TPO Executive Board, but that he will not be able to attend every meeting, and therefore, stressed the importance of electing a Vice Chairman of the TPO Executive Board today. Chairman Colby said that nominations for Vice Chairman were requested by Ms. Karen Rennich with an April 12, 2013 deadline, but none were received. Ms. Karen Rennich thanked Chairman Colby for taking the position of Chairman through the end of the 2012-2013 term, and confirmed that she had not received any nominations for Vice Chairman. She said that, under the terms of the TPO Executive Board By-Laws and in the absence of the Chairman, the Vice Chairman performs the duties of the Chairman. She said that officer elections shall take place at the beginning of each even year. She said that the election of new officers is expected to take place in February, 2014 (unless there is no meeting in that month in which case the election will be held at the next TPO Executive Board meeting). Ms. Rennich called for nominations from the floor, and Mr. Todd Leamon, Hamilton County, was nominated by Mr. Hardie Stulce, City of Soddy-Daisy. Mr. Leamon inquired whether or not he could serve as Vice Chairman of the TPO Executive Board, since he is a Designee for the Mayor of Hamilton County. Ms. Rennich said that it is not clear in the TPO Executive Board By-Laws whether or not a Designee can serve as Vice Chairman, but that during staff discussions, it was believed that this would be appropriate if that person supported the nomination, and unless the TPO Executive Board sees it differently. Comments from Board members ensued that, since it is not clear in the TPO Executive By-Laws and, since several people serving on the Board and present at the meeting are themselves Designees and making the nomination (Mr. Ted Rogers, City of Collegedale and Mr. Stulce), it should make no difference if the Vice Chairman is a Designee. Ms. Honna Rogers, Town of Signal Mountain, inquired whether it was Mr. Todd Leamon or the Hamilton County representative to the TPO Executive Board who was being nominated. Mr. Stulce said that he was nominating Mr. Todd Leamon. Ms. Rennich inquired if there were any other nominations, and there were none.</p>		
CONCLUSIONS		
<p>There being no other nominations, a Motion was made to elect by acclamation Mr. Todd Leamon as Vice Chairman of the TPO Executive Board for the remainder of the 2012-2013 term, seconded and the motion carried.</p>		
<p>Chairman Colby thanked Vice Chairman Todd Leamon for assuming this responsibility for the remainder of 2012-2013.</p>		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
Election of TPO Executive Board Vice Chairman for the remainder of 2012-2013 Term.	Mr. Billy Cooper	Ms. Honna Rogers Designee Town of Signal Mountain
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #3. APPROVE BY RESOLUTION AN AMENDMENT TO THE 2013-2014 UNIFIED PLANNING WORK PROGRAM (UPWP)

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION		
<p>Ms. Karen Rennich said that the Unified Planning Work Program is a two-year work program for TPO planning activities (adopted in Fall 2012). This amendment is only to the funding tables to roll over funds not spent in prior years, or to program funds received in a new FTA contract. The TPO is heavily involved in the Regional Transportation Plan and these additional funds are primarily being put toward the Task 7 (Long Range Planning for the Regional Transportation Plan), and Task 2 (Travel Demand Model). Ms. Rennich said that the TPO Staff thinks in a four-year cycle, the TPO has two-year UPWP and a long-range plan every four years, and Staff tries to budget accordingly. Most of the work on the Long Range Regional Transportation Plan will be completed by the end of FY 2013 (September 30, 2013). The action today is to amend the work program and add in the additional funds, and there are no other changes at this time. Ms. Rennich said that another 2013-2014 UPWP amendment can be expected in the next TPO meeting cycle.</p>		

There being no questions or discussion, Chairman Colby referenced the draft Resolution contained in the meeting packet and called for a motion to approve the Resolution as presented and contained in the meeting packet.

CONCLUSIONS

A motion to approve the Resolution as presented was approved, seconded and the motion carried.

TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
Approve by Resolution an Amendment to the 2013-2014 Unified Planning Work Program (UPWP).	Mr. Todd Leamon	Mr. Dave Cox GDOT
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

**ITEM #4 ADJUSTED URBANIZED BOUNDARY (TN)
DISCUSSION**

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION
<p>Ms. Karen Rennich said that this item is an on-going trigger from the 2010 Census data released last year. She said that the TPO Staff worked on the Georgia portion of the Urbanized Boundary last fall and winter, that the proposed adjustment for the Georgia portion of the boundary was acted on by the TPO Executive Board in December 2012, and the discussion today is for the Tennessee portion of the Urbanized Boundary. The Census Bureau releases the Urbanized Boundary and TPO's are allowed to adjust (smooth) the boundary to capture geographic features, for administrative continuity, or fringe areas that might be important (usually minor adjustments). The TPO Staff looked at the Urbanized Boundary, land-use / subdivision patterns, and municipal boundaries.</p> <p>Ms. Rennich said that feedback was received from the City of Soddy-Daisy regarding the proposed boundary. They requested that the TPO Staff look at the municipal boundaries of the City of Soddy-Daisy, and the TPO Staff made an adjustment after doing so. The pink boundary shown on the map contained in the meeting packet is the 2010 Urbanized Boundary and the blue outline is the 2000 Adjusted Boundary. The TPO Staff is proposing the light blue boundary shown on the map as the Adjusted Urbanized Area for the Tennessee portion. The TPO Staff believes that this is an appropriate boundary, and it was reviewed and recommended for approval by the TPO Technical Coordinating Committee [TCC] on March 12, 2013.</p> <p>Following a question regarding the Census definition of the Urbanized Boundary, Ms. Yuen Lee said that it is based on density (number of people per square mile), and Staff did not have any opportunity to make comments on the Census definition. Ms. Rennich said that there is not much that can be done about the Census Bureau definition, but this is the opportunity for Staff to take a look at it and decide what is meaningful for our area.</p> <p>Due to growth in the Apison Pike area, Mr. Ted Rogers, City of Collegedale, opened discussion regarding whether or not the proposed adjusted boundary line should be moved a little further east than presently shown on the map, and it was decided that an expansion was not necessary.</p> <p>Mr. Billy Cooper inquired regarding the possible connection of this Urbanized Boundary with the Urban Boundaries of Hamilton County and/or Water and Wastewater Treatment Authority (WWTA). Ms. Rennich said that the TPO is not adjusting either the Census Bureau definition of the Urbanized Boundary based on their population threshold that they submit (create), or Hamilton County's Urban Growth Boundary. Ms. Rennich said that it is her understanding that the proposed action being discussed today by the TPO is for transportation reporting and the Functional Classification System of Streets. Before the next TPO meeting, Ms. Rennich said that she will clarify her understanding, she thanked Mr. Cooper for his comments on this matter, and said that this item will come before the May 7, 2013 TCC for formal action.</p>

CONCLUSIONS		
No Formal Action Required		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Ms. Rennich will clarify that the proposed TPO action is for transportation reporting and the Functional Classification System of Streets only.	Ms. Karen Rennich	May 6, 2013

ITEM #5. DISCUSSION OF POTENTIAL REVISIONS TO THE BY-LAWS OF THE EXECUTIVE BOARD OF THE CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA TRANSPORTATION PLANNING ORGANIZATION (TPO)

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION
<p>Ms. Karen Rennich reviewed the reasons for this potential revision to the TPO Executive Board By-Laws (shown in the meeting packet) including an update of the Critical Vote section using the new 2010 Census populations (Appendix A). Referring to a paragraph in the meeting packet pertaining to MAP-21 (Moving Ahead for Progress in the 21st Century Act) and pending guidance from FTA clarifying the paragraph, Ms. Rennich said that another amendment to the TPO Executive Board By-Laws relative to changes in membership may be needed. Depending on FTA guidance, the TPO Executive Board may need to be expanded to include additional representation (officials of additional public agencies that administer or operate major modes of transportation, including providers of public transportation). Ms. Rennich referenced the current TPO Executive Board membership list shown in the packet, along with the current major modes of transportation and multimodal representation. She said that, if TPO Executive Board members wished to discuss Board composition, identify any potential new members or suggest changes to the Board membership, she would be happy to have that discussion today, or members could contact her after the meeting, since no formal action was to be taken at this time.</p> <p>Ms. Honna Rogers inquired whether or not a special census held by a city to update their population numbers following an annexation or after experiencing a large amount of growth is ever taken into account in the Critical Vote (perhaps if it meant that the city would cross into an additional vote). Mr. Ted Rogers asked for a definition of Critical Vote and inquired when the last Critical Vote was taken. Ms. Rennich explained the weighted Critical Vote (Appendix A) and when (or if) there has been a Critical Vote by the TPO Executive Board was not available at the meeting. Ms. Rennich said that TPO Staff will follow up with the Southeast Tennessee Development District or other appropriate agency to determine how often cities take a special census, and she will provide further information.</p>

CONCLUSIONS		
No Formal Action Required		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
TPO Staff will advise when further guidance is available from FTA regarding possible TPO Executive Board membership changes under MAP-21, and whether or not suggestions for Board membership changes are received from TPO Executive Board members.	Ms. Karen Rennich	
TPO Staff will follow with the Southeast Tennessee Development District or appropriate agency to determine how often cities take a special census, and she will provide further information at the next TPO meeting.	Ms. Karen Rennich	May 28, 2013

ITEM 6. 2040 REGIONAL TRANSPORTATION PLAN

**MS. TRACY SELIN
CAMBRIDGE SYSTEMATICS, INC.**

DISCUSSION
<p>Ms. Tracy Selin gave an update on the 2040 Regional Transportation Plan which has been under development for eight months. She said that the team's first priority was to listen to the public and get their thoughts on transportation needs, which were wide ranging. Twenty-six public outreach events (broad and comprehensive outreach) were conducted in the first six months and work was conducted with the RTP Committees. This plan was developed through a Community to Region performance framework to help ensure that through each step of plan development, the TPO is approaching everything in a way that fairly considers community needs (small geographic scale and advancing livability principles), or at the other end of the spectrum approaching this plan with bigger ticket investments that focus on economic potential.</p> <p>To operationalize this process, a unique goal for each of these geographic scales was defined which allowed the team to have a unique set of strategies to achieve those goals within each scale (tailoring the solution to the need). That allowed the team to define a set of performance evaluation criteria that can be used to evaluate projects in a way that is tailored to each geographic scale. A set of systems level measures (referenced with a slide) will help to ensure that we comply with federal requirements. Ms. Selin said that projects are currently being evaluated using performance measures and discussed how they might be used.</p> <p>Needs and solutions were identified in parallel with the plan development process. A standard call for projects was done in Fall 2012 and projects were identified based on local input and needs. The TPO Staff and Consultant team completed a rigorous technical needs analysis across many of the RTP goal areas (systems maintenance conditions for bridge and pavement, identification of the funding level needed to maintain those conditions over the life of the plan, base and future year congestion, safety and security, detailed productivity assessment of the system, livability and potentially environmental enhancements).</p>

Ms. Selin said that the TPO team has recently completed an extensive update to the Travel Demand Model (population / employment projections were shown in the packet). Tools are now in place to improve the evaluation of current and projected congestion levels in the future. In the absence of a Travel Demand Model to get at the smaller scale multimodal investments, a Gap Analysis was conducted for transit, bike and pedestrian improvements to help identify the needs and best solutions.

The team also looked at the operations side to identify opportunities to implement cost effective system operations projects, which tend to be more short term solutions. The team is particularly interested in leveraging the work that has been done in downtown Chattanooga (wireless grid system) which may have real opportunity for extension in the Region, and potentially transit signal priority.

The assessment resulted in a very large universe of needs, and many potential solutions to address those needs. Two financially unconstrained scenarios were developed to package potential solution sets to help show the benefits and impacts given different ways of investing in the transportation system.

- The first scenario (Bypasses and Connectors) is heavily focused on continued accessibility to highways and roadway widening with a focus on capacity (27 miles of new roadway, 230 miles of roadway widening, maintenance and some bus routes).
- The second financially scenario (Big Transit) involves a heavy focus on premium transit in the region, and being unconstrained, the team was allowed to be creative. Several possibilities were identified including the Chattanooga Way (a potential new light rail line), Bus Plus System (a 19-mile long BRT line connecting Hamilton Place to the City of Soddy-Daisy), some premium bus express service on the Interstates, and some complementary expanded local bus routes (and other opportunities) were identified.

These unconstrained scenarios indicate what the system might potentially look like if packaged together including all of the projects submitted in the call for projects and all of the projects identified by the team that could potentially be applied, and then the benefits were assessed. A comparison of the alternatives was run but the team did not change the underlying population/employment distributions or land use patterns with each of these scenarios. With a Bypasses and Connectors scenario, the land use and population/employment distribution would look very different than a Big Transit scenario (sprawling versus focused development). This exercise does give a sense of the benefits and pros/cons of each scenario – what people want to see for how the dollars are applied. Ms. Selin discussed some of the key take-aways in the scenarios (VMT drops in the transit scenario but possibly time spent changes for slightly slower travel mode). Ms. Selin said that an emissions assessment will be added to the scenario analysis which will be documented and the information will be shared as part of the full Regional Transportation Plan analysis.

The detailed results of the needs analysis, the stakeholder research/outreach, and scenario impacts were presented at the 2nd Leadership Symposium with approximately sixty-five attendees, including several TPO members, stakeholder groups and various agencies, which resulted in good discussion on the scenarios and trade-offs. Real time polling was done on the trade-off conditions, which might be translated to a questionnaire for broader public response.

Ms. Selin said that the revenue projection for this plan has been completed (approximately \$5.7M), which is being finalized based on feedback from TPO partners, and the projection is expected to be finalized this week. This revenue is a slight increase over the 2035 LRTP and project costing is underway by local project sponsors. Ms. Selin said that the team would be constraining the project list over the next few weeks based on the project evaluation results using the measures (shown earlier), aligning the projects with an appropriate project source, and stakeholder and public input. All project evaluations and rankings are to be completed by late April for circulation to the TPO for review, followed by TPO ranking of the fiscally constrained project list in May, 2013.

CONCLUSIONS

There were no questions or comments.

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

STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
All project evaluations and rankings are to be completed by late April for circulation to the TPO for review and ranking in May.	Ms. Melissa Taylor	May 7, 2013

ITEM #7. 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

**MS. TRACY SELIN
CAMBRIDGE SYSTEMATICS, INC.**

DISCUSSION
<p>Parallel with the RTP development, Ms. Selin said that there has been an effort to update the Transportation Improvement Program (TIP) associated with the 2035 Long Range Transportation Plan. Ms. Selin reviewed the TIP schedule, and said that she wished to give an update on the process and present the team's recommendations on how the TIP development process might be improved in the future. She reviewed the TIP schedule. She said that the 2014-2017 TIP is comprised primarily of projects advancing from the 2035 RTP, and the TIP is the first four years of implementing of the Long Range Plan. It was supplemented with a call for projects for the 2014-2017 TIP and the TPO Staff is currently evaluating costs of each project in accordance with the RTP performance framework. Ms. Selin said that all project evaluations were submitted to two project selection sub-committees to inform programming decisions (Transportation Alternatives Program [TAP] and Metropolitan Surface Transportation Program [STP-M]). Changes in the process included a new project evaluation section of the TIP where the staff requested an additional level of detail across multiple performance categories from the jurisdictions to assist with project evaluation, and project performance evaluation/ranking being applied to capacity projects, system operations, and bike/ped improvements.</p> <p>The sub-committees met with the TPO Staff during the week of April 8, 2013 to review the project evaluation results, establish priorities, and review the TAP/STP-M breakdown. Georgia did not have any submitted TAP projects for this TIP. Staff will roll this sub-committee evaluation/ranking into the fiscal constraint programming process to come before the TPO TCC and Executive Board in May 2013.</p> <p>Ms. Selin reviewed the efforts by Cambridge Systematics, Inc. to provide recommendations to the TPO for potentially improving the TIP process including peer MPO case study research based on a number of criteria and best practices. All TPO members were invited to meet with the team in one-on-one stakeholder meetings to discuss how to improve the TIP process. Five TPO members met with the team and provided feedback on project identification process, evaluation and selection, and current TIP amendment policies. The recommendations are a set of business rules to help the TPO in developing and administering the TIP in the future. The recommendations were then presented via slide, and Ms. Selin said that this is a draft and encouraged discussion. There will be additional opportunities to review the business rules before they are finalized in the draft 2014-2017 TIP.</p> <ol style="list-style-type: none"> 1. In advance of any major TIP update (requiring a conformity analysis), a detailed schedule of key TIP milestones is to be adopted by the TPO and provided to the project sponsors at the beginning of the federal fiscal year (October 1). This needs to align with TDOT/GDOT STIP requirements. The key behind formalizing this type of policy and getting a schedule out of the door quickly is to provide sponsors maximum time for scheduling and gathering the information necessary for project evaluation (a huge issue heard by the team in interviews). TPO Staff is to notify sponsors of any deviations in the schedule a minimum four weeks in advance. 2. The next draft recommendation is that the TPO adopt a schedule that supports major amendments (triggering a conformity analysis) on a biennial basis (every other year). The TPO has found itself in the cycle of almost having to do a major TIP update every year and this can be extremely draining on staff resources and diversion from planning and implementation. With a major update requiring conformity analysis, it triggers the whole project evaluation, re-constraint, and state and federal review (time spent in procedures). Instead, the recommendation is a biennial cycle where a major conformity analysis is done on an every other year basis. This requires commitments from the sponsors to pull major capacity projects that trigger a conformity analysis to an every other year basis. Ms. Selin said that handling minor/administrative amendments on an ad hoc basis is working well for the TPO and she recommended continuation, and requested feedback. Ms. Deborah Fleming, TDOT, said that she does not know if a major update of the TIP (STIP) projects every two years would work well for the Tennessee Department of Transportation. TDOT is getting ready to release their three year program and, under state law, they can only financially commit to the first year. When that first year comes out, if there is a major change, TDOT may be able to wait, but with the understanding that you are not going to get the TDOT project they are working in your area. Ms. Fleming said that there is a three year legislative program, and that major changes occur all of the time due to many considerations (political/financial/environmental), and projects are moving on an on-going basis. She said that she cannot speak for the Tennessee Department of Transportation, but that from her experience, she is concerned that this might not work well. Ms. Selin said that a number of MPO's have worked with their state partners to move into a biennial cycle based on a very specific schedule. Ms. Selin said that it would be nice to have the conversation because it does get to the resource considerations on the TPO side.

Ms. Selin said that there could be changes in the state's program that might not trigger a conformity analysis. Ms. Selin thanked Ms. Fleming for her input and said that the concerns were duly noted. Mr. John Bridger, Executive Director, Regional Planning Agency, inquired if TPO members would like to voice an opinion about the frequency of going to a biennial cycle for a major update to the TIP, and he confirmed with Ms. Fleming that she was stating that the state would prefer the TPO to have the update on an annual basis if needed. Ms. Fleming concurred and said that some large MPO's in the state (Memphis [non-attainment area] and Nashville [formerly a non-attainment area]) do TIP amendments on a quarterly basis. Ms. Fleming said that a lot of TDOT's projects are capacity projects and this (biennial cycle) would really hamstring TDOT. Regarding Atlanta, Mr. Dave Cox, GDOT, said that conformity can be triggered with both the Atlanta MPO and Gainesville MPO. Although they have more resources in Atlanta, holdups can occur for 12-18 months because of conformity determination, causing GDOT to wait if something is amended to the TIP. Mr. Cox said that this can be challenging and, in his opinion, an annual cycle is better. Ms. Fleming agreed at least an annual update and said that TDOT is moving projects around in order to not leave one dollar on the table. Ms. Selin said that the objective is to try to push for a regular cycle and that, if the biennial cycle is not going to work for the TPO partners, then it is not going to work. She said that a more formal annual cycle can be discussed to provide consistency so that everyone can better plan and prepare (perhaps a major update to the TIP can be scheduled each year in the fall). This is the importance of this recommendation.

3. Projects considered for each TIP cycle to be drawn directly from the Regional Transportation Plan. New projects should only be considered when a stand-alone call for projects is required to program unobligated funds or for a new TIP fiscal year for except projects or part of a TIP update and associated RTP update.
4. If any roadway projects are funded all, or in part, by the TPO controlled funding sources (TAP or STP-M) that there would be a commitment by project sponsors to require that access management be considered and costed as part of preliminary engineering. There is currently little mechanism for the TPO to be directly involved in the land use / access management process. The recommendation is that, once that is done and the access management study is completed as part of the PE phase, the information can be handed off to the TPO and RPA to work with the local communities and project sponsor as part of the subsequent right-of-way and construction phases to help ensure that land use and access are being appropriately being considered through project development, provide more information to the TPO Staff, and help to champion land use oriented principles for some key projects. Mr. John Bridger inquired if there were any questions or concerns about this recommendation, and there were none.
5. In the sponsor interviews, the team heard loud and clear that, to go along with the TIP application, a summary guidance should be provided clearly explaining how to complete the application and the level of information required. This information would become the basis for future TIP workshops with the focus on what will be used to evaluate projects, the level of detail needed, how to cost the project, with a discussion about restraints and resources needed and less focus on regulations.
6. To reduce cost overruns, a potential recommendation is to have a contingency fund set aside for each major capacity project (roadway or transit) – perhaps a 10% of total project cost that is held off as part of the line item for each project (not programming every federal dollar – but leaving some flexibility to address a possible cost overrun in the future). For projects which are proceeding along and exceed the program cost and the sponsor needs to dip into that contingency, the sponsor would be responsible for the 20% match for that contingency fund. The bulk of that money would be available for the sponsor to use and keep the project moving forward without triggering an amendment and starting the project all over again, because the funding has already been programmed. Ms. Selin inquired if there were any other suggestions regarding the 10% of total project cost. Ms. Selin said that the TPO has been challenged with projects that are continually delayed or have cost overruns, and that the pressure is great to continually roll over funds until people ask if this project is still a priority. She said that there are so many reasons for delay outside of the sponsor's control and the team is suggesting a review every year by the TPO Executive Board to look at what has been delayed or had cost overruns and give the sponsor an opportunity to explain the delays, and allow the TPO Executive Board to discuss the project and, if the delays/overruns are excessive, perhaps put the project back into a re-compete status. She wanted to make clear that would be some formal mechanism for the sponsor to defend the delay, and for the TPO Executive Board to determine if the project is serving any purpose. Ms. Selin said that the recommendation is to ensure that there is a formal procedure for reviewing the delays (perhaps three delays and the project is out) and overruns. It was suggested by Ms. Honna Rogers, Town of Signal Mountain, that there might be some reasons for the cost overrun that should not qualify for the 10% contingency fund.
7. To help address project delivery challenges, a more formal phasing schedule for each major capacity project is suggested (conservative four years estimate between each phase).
8. Following a question regarding "project re-completes for funding," Ms. Selin said that significant changes to project scope, schedule or budget trigger review and approval by the TPO Executive Board before the project can be re-programmed.

Ms. Selin inquired if there were any further questions or comments, and there were none. Ms. Karen Rennich said that these recommendations would be emailed to the TCC and TPO Executive Board members for review. Ms. Selin said that the team would now begin to finalize these recommendations and they would go to the TPO Executive Board for approval in May 2013 along with the TIP fiscally constrained project list, which will then go before the TDOT, GDOT and Federal Highway for approval.

CONCLUSIONS		
No Formal Action Item		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
TPO Staff will send the eight proposed TIP related recommendations to the TPO TCC and Executive Board for review.	Ms. Melissa Taylor	May 28, 2013

ITEM #8. INTELLIGENT TRANSPORTATION SYSTEM (ITS) ARCHITECTURE AND DEPLOYMENT PLAN ANNUAL UPDATE

**MS. YUEN LEE
RPA STAFF**

DISCUSSION		
<p>Ms. Yuen Lee said that for the 2012 ITS Architecture Annual Update, a survey was mailed to ITS Stakeholders on February 7, 2013 with a deadline of March 14, 2013. No revisions were reported that indicated the need for an addendum. Ms. Karen Rennich said that this is part of the ITS Architecture and Deployment Plan which contains an action item to have an annual update to monitor that plan cycle. There were no questions or comments.</p>		
CONCLUSIONS		
No Formal Action Item.		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

**ITEM #9. SPECIAL PRESENTATION - GDOT
COMPLETE STREETS POLICY**

**MS. TAMAYA HUFF
GEORGIA DEPARTMENT OF
TRANSPORTATION**

DISCUSSION		
<p>Ms. Tamaya Huff said the Complete Streets policy was passed last year through the State Transportation Board and are currently implementing the policy. She introduced Mr. Daniel Pass who presented the policy.</p> <p>Mr. Pass said that he appreciates the work going into the preparation of the 2014-2017 TIP. He said that, after the TPO does the planning, it is meant to be taken by engineering from the planning stage to construction of the facility. In Georgia, the Complete Streets policy was rolled out as a design document. Planning is very necessary to identify where facilities are most appropriate, but then, if it stops there, nothing is accomplished. The goal of the policy (adopted September 20, 2012) is put in place as a system where Complete Streets is consistently applied to engineering projects, preparation of construction plans and actual construction of facilities. Mr. Pass then gave a slide presentation (see Department of Transportation State of Georgia Complete Streets document which was available as a handout at the meeting). Mr. Pass and Ms. Tamaya Huff are contacts for the program.</p>		
CONCLUSIONS		
No Formal Action Required.		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Staff will provide a link to the Complete Streets document to the TPO Members.	Ms. Karen Rennich	

ITEM #10. LAUNCH OF GREEN TRIPS PROGRAM

**MS. JENNY PARK
GREEN TRIPS COORDINATOR**

DISCUSSION		
<p>Ms. Jenny Park said that the TPO Green Trips Program will be launched in June 2013, she introduced Ms. Courtney Mild, Green Trips Program Membership Specialist, and said that Ms. Betsy Evans, RPA, provides oversight and support for the program. She shared the program history which began in 2010 and resulted in a \$600,000 award to RPA (including a 20% match) in fall 2011 involving ride matching and trip logging functions. RideShark was approved as vendor for the ride matching application, trip logging and incentive sourcing and distribution by the TPO Executive Board in December, 2012, and the RideShark contract was finalized March 2013. An implementation schedule through the June launch was included in the meeting packet, along with a list of the Advisory Committee Members. Ms. Park provided an overview of the ride matching online interface which includes origin to destination, preferences for a match for potential a carpool/bike/walking/transit partner, and potential selection of a partner.</p> <p>An informational program website will offer education about the transportation alternatives available in the TPO area to provide information regarding safety and transportation events (transit encouragement, bicycle safety classes, walking lunches and carpool events).</p> <p>Employers with a large number of employees and with the same destination can internally promote Green Trips to their employees, use the ride matching system to limit carpool matches to their employment center only, and they can access the region-wide reward system (incorporating their health and wellness program rewards and pre-tax benefits). The Green Trips staff is available to assist employers and conduct on-site events.</p> <p>Messaging is available for Green Trips members, and staff will ensure that all materials promote transportation options as ways to save money, be healthy and enjoy a productive commute (reducing drive alone trips).</p> <p>A website is currently under development, a Transportation Options Pocket Guide is being produced to provide information about walking/biking/transit/carpooling, and social media avenues will be used in outreach efforts.</p> <p>The Green Trips soft launch will occur with the pilot employers. The Electric Power Board is the first employer to come onboard and will go live (beta testing) on June 3, 2013. Using their customized website for Green Trips, employees will begin logging their trips and earning rewards. Staff is currently meeting with additional employers for joining the program, and will use the EPB beta testing period to evaluate how the system is working and get feedback on what the employer needs from Staff.</p> <p>Ms. Park said that the tentative launch date is June 20, 2013, which is also national "Dump the Pump" Day. Staff wants to promote transit as part of this program, and Staff will be holding a kickoff event tentatively on June 20, 2013. Her contact information was made available and Staff will provide the TPO with further information regarding the launch.</p>		
CONCLUSIONS		
<p>Chairman Bob Colby thanked Ms. Park, said that a program of this type has been needed in our area for quite some time, and wished every success for the program.</p> <p>No Formal Action Required.</p>		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Provide Green Grips launch date/information to TPO members.	Ms. Jenny Park	Prior to Launch

ITEM #11. STAFF REPORTS

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION		
<p>Ms. Rennich said that Staff Reports are given selectively or when there is an inquiry. Details and contacts were contained in the meeting packing including:</p> <ul style="list-style-type: none"> ▪ Notice Of 2011-2014 TIP Adjustments/Modifications ▪ TDOT Office Of Community Transportation (OCT) ▪ TDOT I-24 Corridor Study Public Meeting April 25, 2013 (5:00-7:00 P.M.) ▪ Transportation Planning Prospectus Revision ▪ Tennessee Department Of Transportation – Project Status (Dated January 8, 2013 – Hamilton County) ▪ 2013 TPO TCC And Executive Board Meeting Calendar (Revised 2 26 13) ▪ TPO Certification Review (FHWA – May 7-8, 2013) ▪ Potential Revisions To The TOP Technical Coordinating Committee (TCC) By-Laws 		
CONCLUSIONS		
No Formal Action Required		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #12. PUBLIC COMMENTS AND OTHER ITEMS OF IMPORTANCE

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION		
<p>Ms. Karen Rennich reviewed the following upcoming meetings:</p> <p>TDOT’s I-24 Multimodal Corridor Study April 25, 2013 (5:00-7:00 p.m.) at the Brainerd Community Center.</p> <p>TPO Certification Review - Public Meeting: Tuesday Evening, May 7, 2013 (5:30 – 7:00 P.M.) Development Resource Center (First Floor Conference Room #1-A) 1250 Market Street, Chattanooga, Tennessee 37402.</p> <p>May 9, 2013 – Public Meeting – 2014-2017 TIP (TAP/STP-M Project List) 5:30-7:00 p.m. / Development Resource Center (Conference Room #1-A).</p> <p>The next TPO Executive Board Meeting is May 28, 2013. The next TPO Technical Coordinating Committee (TCC) Meeting is May 7, 2013.</p> <p>Chairman Colby said that TDOT Commissioner Schroer announced on April 16, 2013 that work will proceed on U.S. 27 (Downtown Chattanooga) in the amount of \$80M to begin as soon as the Olgiati Bridge widening is completed (probably 2015), the roundabout at MLK Boulevard will not be there (traffic signal), 4th Street will remain as designed, work will begin on East Brainerd Road widening (from Graysville to Bel-Air Road) - \$14.5M for construction in 2014, widening of Apison Pike (Old Lee Highway to SR321 (Ooltewah-Ringgold Road 2.2 Miles) at \$26.7M.</p> <p>Chairman Colby thanked everyone for their patience in a long meeting. 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
Staff will provide details regarding TPO Certification Review to TPO members.	Ms. Karen Rennich	May 6, 2013

TPO EXECUTIVE BOARD MEETING

Role Call APRIL 16, 2013

- | | |
|---|--|
| <input checked="" type="checkbox"/> Governor | State of Tennessee |
| <input checked="" type="checkbox"/> Commissioner | Georgia Department of Transportation |
| <input type="checkbox"/> Mayor | City of Chattanooga |
| <input type="checkbox"/> Elected Representative | Chattanooga City Council |
| <input checked="" type="checkbox"/> County Mayor | Hamilton County |
| <input type="checkbox"/> Elected Representative | Hamilton County Commission (209-7202) |
| <input type="checkbox"/> Elected Official | North Georgia Legislative Delegation |
| | Catoosa, Dade, Walker Counties, Georgia |
| <input type="checkbox"/> Elected Official | Tennessee Legislative Delegation, Hamilton |
| | County, Tennessee |
| <input checked="" type="checkbox"/> Chairman of the Board | Chattanooga Area Regional Transportation |
| | Authority |
| <input type="checkbox"/> Chairman of the Board | Chattanooga Metropolitan Airport Authority |
| <input checked="" type="checkbox"/> Director | 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 checked="" type="checkbox"/> Elected Representative | Catoosa County, Georgia Government |
| <input checked="" type="checkbox"/> Mayor/Commission Representative | Chickamauga, Georgia |
| <input checked="" type="checkbox"/> Mayor/Commission Representative | Collegedale, Tennessee |
| <input type="checkbox"/> Mayor/Council Representative | East Ridge, Tennessee |
| <input checked="" type="checkbox"/> Mayor/Commission Representative | Fort Oglethorpe, Georgia |
| <input type="checkbox"/> Mayor/Commission Representative | Lakesite, Tennessee |
| <input type="checkbox"/> Mayor/Commission Representative | Lookout Mountain, Georgia |
| <input 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 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 |


QUORUM = 12 *Karen Klein*