

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



DEVELOPMENT RESOURCE CENTER
1250 MARKET STREET
CHATTANOOGA, TN 37402

MINUTES

JUNE 18, 2013

1:30 P.M.

MEETING CALLED BY	Chairman Bob Colby
TYPE OF MEETING	TPO EXECUTIVE BOARD
FACILITATOR	Ms. Karen Rennich, Regional Planning Agency (RPA)
NOTE TAKER	Ms. Rozanne Brown, RPA
QUORUM	Yes
ATTENDEES	See Attached

ANNOUNCEMENTS	
PUBLIC COMMENTS	
OTHER ITEMS OF IMPORTANCE	Handouts: DRAFT State of Tennessee, DOT, Road Safety Audit Review (RSAR), State Route 2 (Cummings Highway) from Interstate 24 WB Ramps (Log Mile 2.09) to Center of Interstate 24 Underpass (Log Mile 2.16 Hamilton County, PIN118452.00; Upcoming Transportation-related Webinars and Training (Growth of Inland Intermodal Facilities, June 19, 2013, FHWA); Sample TPO Appointment Letter; The Transportation Planning Process Key Issues: A Briefing Book for Transportation Decisionmakers, Officials, and Staff; 2013 TPO TCC & Executive Board Meeting Calendar; Limited English Proficiency (LEP) and RPA Title VI Packet; U.S. Transportation Secretary LaHood Announces 568 Applications for Latest TIGER Grants (Continuing Demand for TIGER Grants Highlights Need for Transportation Investment, June 11, 2013).

Agenda Topics

**ITEM #1. APPROVAL OF THE MAY 28, 2013
TPO EXECUTIVE BOARD
MEETING MINUTES**

CHAIRMAN BOB COLBY

DISCUSSION		
Chairman Bob Colby called for questions/comments, or a motion to approve.		
CONCLUSIONS		
There being no questions or 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 THE MAY 28, 2013 TPO EXECUTIVE BOARD MEETING MINUTES	Mr. Billy Cooper City of Ridgeside	Mr. John Naylor Chattanooga Metropolitan Airport Authority
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #2. APPROVE BY RESOLUTION

**ITEM #2. APPROVAL BY RESOLUTION
THE METROPOLITAN PLANNING AREA
(TPO) PLANNING BOUNDARY**

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION	
<p>Ms. Rennich reviewed the steps taken to date by the TPO Staff, TDOT, GDOT and the TN and GA FHWA Representatives (working with jurisdictions) to present the resolution for the proposed Metropolitan Planning Area (TPO) Planning Boundary today. She said that the trigger for this action being taken today was the 2010 Census data release in Spring 2012. See the Staff Report contained in the meeting packet along with the proposed resolution and map.</p> <p>Ms. Rennich said that the Tennessee and Georgia portions of the Urbanized Area Boundary have been adjusted since Spring 2012, and the action today is to approve the Metropolitan Planning Area (TPO) Planning Boundary. Ms. Rennich said that TPO Staff reviewed all necessary data and sent proposals to Catoosa County to include the County in its entirety, and to Dade County to expand the boundary to include a small portion on Lookout Mountain, with a small retraction in the valley. No change is proposed for Hamilton County and Walker County at this time and this has been discussed with appropriate representatives.</p> <p>Ms. Rennich said that all questions received from TPO members have been satisfactorily answered including those relative to Catoosa County and Dade County, and their representatives find the resolution acceptable. Meeting and phone calls were held to answer any questions, and a conference call was held with Dade County Executive Ted Rumley, two Dade County Commissioners, GDOT, GA FHWA, TDOT and TN FHWA to answer any questions. The Northwest Georgia Regional Commission also reviewed the resolution.</p> <p>Ms. Rennich said that the signed resolution will be sent to the Governor for the States of Tennessee and Georgia for approval, and TPO members will be advised when responses are received.</p> <p>Chairman Colby called for questions/comments, or a motion to approve.</p>	

CONCLUSIONS	There being no questions or comments, a motion was made to approve by resolution as presented, seconded, and the motion carried.	
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
APPROVE BY RESOLUTION THE METROPOLITAN PLANNING AREA (TPO) PLANNING BOUNDARY	Mr. Louis Hamm City of Ft. Oglethorpe	Mr. Dave Cox GDOT
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
TPO Staff will provide the approved resolution to the Governor for the States of Tennessee and Georgia, and advise the TPO Members when responses have been received.	Ms. Karen Rennich	

**ITEM #3. ENDORSEMENT BY RESOLUTION
OF THE 2040 REGIONAL TRANSPORTATION PLAN
PROJECT LIST**

**MS. MELISSA TAYLOR, RPA STAFF
CAMBRIDGE SYSTEMATICS, INC.**

DISCUSSION	
<p>Ms. Melissa Taylor said that a fiscally constrained proposed 2040 RTP Project List was sent to TPO members over a week ago, and a conference call to answer any questions was held on Friday, June 14, 2013 with 13 of 19 jurisdictions participating. Minor revisions (shown on the screen) to the earlier list resulting from the conference call have been made to the project list and Cambridge Systematics, Inc. representatives were present at the meeting to review the minor changes, discuss any additional information on this part of the process, and to answer any questions. A public meeting was held on Monday, June 17, 2013 at the Development Resource Center, and TPO Staff has finished the final round of</p>	

the citizen and stakeholder input (see meeting packet for Summary of 2040 RTP Questionnaire). Ms. Taylor said that a question from the Leadership Symposium and from the second survey to the stakeholders was to address whether or not to "fix it first." During this process, a lot of stakeholders and TPO members felt that fixing it first is really important and this project list being presented today does a very good job (probably exceeding what other MPO's are doing) in trying to maintain the existing system (before a lot of new infrastructure projects). Ms. Taylor congratulated everyone who submitted preventative maintenance projects. She said that the Interagency Committee (IAC) reviewed the list and concurred on the project classifications as exempt/non-exempt, so that the TPO will know how the projects will be dealt with regarding air quality conformity (which will be a separate document, supplemental to the plan itself). Ms. Taylor introduced Cambridge Systematics, Inc. representatives, Ms. Tracy Selin and Mr. David Kall.

Ms. Selin said that members of the Cambridge Systematics, Inc. staff presented the ranked list of projects to the TPO Executive Board on April 16, 2013 and to the TCC on May 7, 2013. This is the first time that a ranking has been done going through each individual project evaluation using a very objective set of performance criteria. The ranked list and results were provided to the TPO members with an initial recommendation to use the available revenue to fund the maintenance set aside referenced by Ms. Taylor along with getting the Rank 1 & 2 projects into the plan (those projects which performed the best against the set of criteria).

The RTP team (Cambridge Systematics and TPO Staff) has been working diligently (along with the jurisdictions) to pull together the draft fiscally constrained list being presented today (constrained by Tiers 2020, 2030, and 2040, and constrained by revenue source - federal, state and local). The RTP team has made some assumptions about sponsors, and revenue split across federal/state/local sources, and work can continue to finalize those details for the final plan.

Ms. Selin said that, after constraint, there is some excess NHPP revenue available in the outer years of the plan that must be directed toward projects that improve the condition or performance of the National Highway System. It was discussed in the morning TCC meeting (June 18, 2013), that the RTP team would like to make a recommendation to possibly consider funding the Cummings Highway project with that excess NHPP revenue. Cummings Highway is currently not on the National Highway System which is an eligibility issue. However, the RTP team would like to see what the process is for adding Cummings Highway to the National Highway System, determine whether or not it might be accommodated during the life of the 2040 RTP, or perhaps make a recommendation during the next plan update.

Ms. Selin said that the RTP team would like to discuss two set asides for each tier of the RTP for smaller scale safety and ITS projects. During the feedback sessions with stakeholders and decision makers, Ms. Selin said that safety was constantly raised as a very important factor to be considered during the plan development. A limited amount of safety data is available for the RTP team to identify these unique projects. However, the RTP team wants to make sure that there is money available in a set aside for future TIPs (including federal money) to address safety needs identified by the states or the local sponsors. Ms. Selin said that the RTP team is also considering set aside funding for ITS projects (looking at a key set of arterial investments / signal operated projects), and that having some set asides available is a great position in which to be.

Ms. Taylor said this agenda item was discussed in the morning TCC meeting (June 18, 2013) and that the TCC made a recommendation to endorse by resolution the 2040 RTP Project List as presented. Ms. Taylor said that there is still some flexibility as noted in the resolution contained in the packet (hereby endorse, along with the necessary revisions for final Plan approval, the 2040 Regional Transportation Plan fiscally constrained project list), and that if there were no further questions or comments, the TPO Executive Board was being asked to endorse by Resolution the 2040 Regional Transportation Plan fiscally constrained Project List as presented.

Mr. Billy Cooper stated that the City of Ridgeside is completely surrounded by the City of Chattanooga and that there is section of Shallowford Road (approximately 300-400') within the City of Ridgeside which really does need to be resurfaced (having been several years since this was done). Ms. Melissa Taylor asked for clarification of the exact location which Mr. Cooper said is located between Tunnel Boulevard and Missionary Ridge itself. Mr. Cooper said that the entirety of the City of Ridgeside is zoned R1 Residential, providing a very low tax base, and that it would be very much appreciated if repaving of this small section of Shallowford Road within the City of Ridgeside could be accommodated with any available funds from the City of Chattanooga. Ms. Taylor said that she would like to call out this small section of Shallowford Road located within the City of Ridgeside in the text of the section of the RTP related to Preventative Maintenance and Operations. Ms. Taylor said that individual roadway resurfacing projects are not typically called out in the RTP (only larger multi roadway projects), and she obtained concurrence from Cambridge Systematics representatives that this could be accommodated per her recommendation. Ms. Taylor said that the TPO Staff and consultants will coordinate with the City of Chattanooga regarding funds within their paving program to accommodate this project.

Chairman Colby called for any further questions or comments, or a motion to recommend endorsement of the 2040 RTP Project List as presented.

CONCLUSIONS	There being no further questions/comments, a motion was made to endorse by resolution the 2040 RTP fiscally constrained Project List as presented.
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There being no further questions or comments, a motion was made to endorse the 2040 Regional Transportation Plan fiscally constrained project list as presented, seconded, and the motion carried.

TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
ENDORSEMENT BY RESOLUTION OF THE 2040 REGIONAL TRANSPORTATION PLAN PROJECT LIST	Mr. Ted Rogers City of Collegedale	Mayor Bill Lusk Town of Signal Mountain
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
TPO Staff and Consultants will work with the City of Chattanooga regarding funds within their paving program to accommodate repaving of the small section of Shallowford Road within the City of Ridgeway (between Tunnel Boulevard and Missionary Ridge itself), and call out the 2040 RTP PM&O section with this project.	Ms. Melissa Taylor	

**ITEM #4. APPROVAL 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 TRANSPORTATION PLANNING SERVICES WITH SELECTED CONSULTANT(S) AS RECOMMENDED BY THE TPO CONSULTANT SELECTION SUB-COMMITTEE**

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION
<p>Ms. Karen Rennich said that the TPO Staff would like to get two consultants under work orders for some specific tasks. In 2011, a Request for Qualifications was issued and the TPO Executive Board approved by resolution a list of seven pre-qualified consultants in 2012. This was done in order to have a list of pre-qualified consultants from which to select and be able to move forward on projects, respond to federal legislative changes, and address new needs which arise. See list of prequalified consultants in the Staff Report contained in the meeting packet. At the same time in 2012, Cambridge Systematics, Inc. and Kimley-Horn and Associates, Inc. were put under contract for work related to the 2040 RTP and Travel Demand Model and the TPO Staff is very happy to have them on board.</p> <p>Ms. Rennich said that the RPA issued an announcement on May 30, 2013 seeking Letters of Interest from the TPO's seven prequalified consultants to perform professional services in Category 4 and Category 5, and reviewed details of the categories currently being contracted:</p> <ol style="list-style-type: none"> 4. Transportation system performance/analysis/travel studies (i.e. Origin-Destination assessments/evaluation, congestion management/evaluation, performance measures/project prioritization methods, and multimodal data collection efforts). Candidates are expected to be up-to-date on existing and proposed transportation legislation. 5. Transportation planning expertise in distinctly specialized areas (i.e. ITS Architecture, freight planning, and advanced transit planning/passenger rail). Candidates should clearly define their specialty area of expertise. <p>Ms. Rennich said that the ITS Architecture and Deployment Plan is done every four years, the next plan is due June 2014, and this needs to get underway. The data collection is a broad effort to inform the model, congestion management process and the plan itself. The idea is to ensure that we are getting the most from the data that is collected, and that it is done in a more holistic manner. Oversight for these two efforts will be provided by Ms. Yuen Lee (Research & Analysis Division, RPA).</p> <p>The deadline for submittal of Letters of Interest for these work orders was Thursday, June 13, 2013, and Ms. Rennich said that submittals were received by the deadline from three prequalified consultants.</p> <p>Ms. Rennich said that the standing TPO Consultant Selection Sub-Committee (established in 2008) reviews all consultant submittals (including the 2012 submittals) to determine the most qualified firm(s) for the particular categories and listed needs, and makes recommendations to the TPO TCC and Executive Board regarding the firms to be selected. All TPO members are also welcome to participate in the consultant submittal and review process. Ms. Rennich said that several TPO Staff members sit on this TPO Consultant Selection Sub-committee and that some regular Sub-Committee members were unable to participate in the consultant selection for these work orders due to the short turnaround needed.</p>

Mr. Bob VanHorn (Manager of the TDOT Traffic Center) and Mr. John Van Winkle, Traffic Engineer for the City of Chattanooga, participated in this selection meeting and provided very robust comments and review regarding both data collection. Ms. Rennich gave special thanks to them for their participation. From that review, the recommendation was to issue two work orders (Cambridge Systematics, Inc., and Kimley-Horn and Associates, Inc.) as follows.

Cambridge Systematics, Inc. will be the lead for data collection. Their proposal provided an understanding that the TPO is seeking a more holistic approach to data collection, and they tied all of the pieces together in the (not just the plan and Congestion Management Plan). An existing work order with Kimley-Horn and Associates, Inc. will probably also be used to ensure that the data is ready for the Travel Demand Model with which Kimley-Horn and Associates, Inc. is currently charged.

Kimley-Horn and Associates, Inc. will be the sole consultant for the ITS Architecture and Deployment Plan (a general category of Transportation Planning Expertise in Specified Areas). Kimley-Horn and Associates, Inc. did the last ITS update for Chattanooga, they have done updates for Knoxville, Nashville and Memphis, and they also did the Tennessee Statewide ITS Architecture Plan. The Consultant Selection Sub-Committee feels that Kimley-Horn and Associates, Inc. is a good choice for this effort.

Ms. Rennich said that, with the approval of the TPO Executive Board and since these two consultants are already under contract, the TPO Staff will finalize work orders with them to complete tasks that are already identified in the Unified Planning Work Program (2013-2014 UPWP).

Chairman Colby called for questions/comments, or a motion to approve.

As outlined in the meeting packet, additional information on this announcement can be found at:
http://www.chcrpa.org/TPO_reorganized/About_the_TPO/TPO_Consultants.htm

CONCLUSIONS

There being no further questions/comments, **a motion was made to approve by resolution as presented, seconded and the motion carried.**

TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
<p>APPROVAL 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 TRANSPORTATION PLANNING SERVICES WITH SELECTED CONSULTANT(S) AS RECOMMENDED BY THE TPO CONSULTANT SELECTION SUB-COMMITTEE</p>	<p>Commissioner Chester Bankston Hamilton County</p>	<p>Mr. Louis Hamm</p>
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
<p>TPO Staff will proceed with finalizing work orders with Cambridge Systematics, Inc. and Kimley-Horn and Associates, Inc. as described, and proceed with the work as described in the 2013-2014 UPWP.</p>	<p>Ms. Karen Rennich</p>	

ITEM #5. PUBLIC COMMENTS AND OTHER ITEMS OF IMPORTANCE

**MS. KAREN RENNICH
 RPA STAFF**

DISCUSSION
<p>Ms. Rennich said that the TPO Staff very much appreciates everyone's time and understanding that the TPO is currently meeting several deadlines related to the TIP and 2040 RTP requiring flexibility in schedules. The next TPO TCC meeting was scheduled for July 2, 2013, but subsequently cancelled and rescheduled to August 20, 2013 (10:30 A.M. – 12:00 P.M.), and the next TPO Executive Board Meeting is Tuesday, August 20, 2013 (1:30-3:00 P.M.). Both meetings will be held at the Development Resource Center, Conference Room 1A.</p>

Ms. Melissa Taylor said that the region-wide Green Trips Program is an education, data collection and air quality reduction program for which \$600,000 in Congestion Mitigation Air Quality (CMAQ) funds was received for a three-year period, and it was previously presented to the TPO members by Ms. Jenny Park, Green Trips Coordinator.

Ms. Taylor said that a kickoff is planned for this web-based program on Thursday, June 20, 2013 (10:00-10:30 A.M. at Shuttle Park South). Mr. Bob Colby (Chairman of the TPO Executive Board) will be the key speaker along with speakers from the Electric Power Board, Hamilton County, Tennessee Valley Authority and Ivy Academy (major employer participants), and everyone is invited to participate. At the event, Ms. Taylor said that Ms. Jenny Park will be transitioning from Green Trips Corridor to Senior Planner in the Strategic Long Range Planning Division of RPA for multimodal transportation planning.

Ms. Taylor introduced the new Green Trips Coordinator, Mr. Zack Meredith, and said that he will be the new program contact. Ms. Taylor said that Mr. Meredith has a lot of project management experience and will provide leadership to carry out the Green Trips Program. Another part-time individual will be assisting with the program.

Chairman Bob Colby gave special recognition to Elected Officials and TPO Executive Board members who were present at the meeting, Representative JoAnne Favors, Tennessee Legislative Delegation, and Chairman Yusuf Hakeem, Chattanooga City Council.

There being no further items for discussion, the meeting was adjourned.

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

TPO EXECUTIVE BOARD MEETING

Role Call June 18, 2013

- | | |
|---|--|
| <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 |
| | Catoosa, Dade, Walker Counties, Georgia |
| <input checked="" type="checkbox"/> Elected Official | Tennessee Legislative Delegation, Hamilton |
| | County, Tennessee |
| <input checked="" type="checkbox"/> Chairman of the Board | Chattanooga Area Regional Transportation |
| | Authority |
| <input checked="" 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 type="checkbox"/> Mayor/Commission Representative | Chickamauga, Georgia |
| <input checked="" type="checkbox"/> Mayor/Commission Representative | Collegedale, Tennessee |
| <input checked="" 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 checked="" type="checkbox"/> Mayor/Alderman Representative | Walden, Tennessee |

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QUORUM = 12 *Karen Penick*