

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

Chattanooga-Hamilton County



Regional Planning Agency  
 TRANSPORTATION PLANNING

DEVELOPMENT RESOURCE CENTER  
 1250 MARKET STREET  
 SUITE 2000  
 CHATTANOOGA, TN 37402

MINUTES

MARCH 4, 2014

1:30 P.M. EASTERN

MEETING CALLED BY	Chairman John Bridger
TYPE OF MEETING	TECHNICAL COORDINATING COMMITTEE (TCC)
FACILITATOR	MS. KAREN RENNICH, REGIONAL PLANNING AGENCY (RPA)
NOTE TAKER	MS. ROZANNE BROWN, RPA
QUORUM	N/A
ATTENDEES	See Attachment

ANNOUNCEMENTS	
PUBLIC COMMENTS	
OTHER ITEMS OF IMPORTANCE	Handouts: The Transportation Planning Process Key Issues (A Briefing Book for Transportation Decisionmakers, Officials, and Staff with Moving Ahead for Progress in the 21 <sup>st</sup> Century Act [MAP-21] A Summary of Highway Provisions); Sample TPO Executive Board Designee Letter; Limited English Proficiency (LEP) and RPA TITLE VI Packet; Work Zone Traffic Control/Flagging (January-April 2014), Flagger/Highway Safety (January-April 2014), Streets as Places Part II: Making It Happen! (March 4, 2014), LET'S TALK PERFORMANCE: Best Practices for Collaborating to Share Data and Data Analytics (March 6, 2014; All In: The Value in Complete and Green Streets on March 19, 2014; Keeping Pedestrians Safe in Urban and Suburban Settings on March 20, 2014; and CARTA Public Meeting (March 19, 2014).

Agenda Topics

ITEM #1. APPROVAL OF JANUARY 7, 2014 TECHNICAL COORDINATING COMMITTEE (TCC) MEETING MINUTES

CHAIRMAN JOHN BRIDGER

DISCUSSION		
	Chairman John Bridger called the meeting to order, asked for introductions all around, and inquired if there were any questions/comments regarding agenda Item #1.	
CONCLUSIONS		
	There being no questions/comments, a motion was made to approve as presented, seconded and the motion carried.	
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
APPROVAL OF JANUARY 7, 2014 TECHNICAL COORDINATING COMMITTEE (TCC) MEETING MINUTES	Mr. Stacy Morrison Tennessee Department of Transportation	Mr. Todd Leamon Hamilton County
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

**ITEM #2. APPROVE FOR PUBLIC COMMENT AND RECOMMENDATION TO APPROVE BY RESOLUTION AN AMENDMENT TO THE 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM (Project GA-0013068 [Gateway to Chickamauga Battlefield Local Access Road], Project 33010 [TDOT-I24 Broad St and Market St Interchange Modifications Project]; and Project GA-0013102 [SR 1/US 27 at CR 146/Twin Cedars Road Intersection Improvement])**

**MS. BETSY EVANS  
RPA STAFF**

<b>DISCUSSION</b>		
<p>Ms. Betsy Evans said that this amendment is to add three projects into the 2014-2017 TIP as outlined in the meeting packet and described each project in detail, and responding to an inquiry, said that all of these projects are fiscally constrained:</p> <ul style="list-style-type: none"> <li>▪ <b>Project GA-0013068</b> (Gateway to Chickamauga Battlefield Local Access Road; IAC concurred project is exempt on February 19, 2014).</li> <li>▪ <b>Project 33010</b> (TDOT I-24 Broad St and Market St Interchange Modifications Project; Contingent upon IAC approving Conformity Determination Technical Memorandum on March 7, 2014).</li> <li>▪ <b>Project GA-0013102</b> (SR 1/US 27 at CR 146/Twin Cedars Road Intersection Improvement; IAC concurred this project is exempt on March 3, 2014).</li> </ul> <p>Chairman Bridger introduced Mayor Lynn Long (City of Fort Oglethorpe) who wished to address the TCC. Mayor Long said that he has been the Mayor of the City of Fort Oglethorpe since the year 2010, at which time efforts began on a City of Fort Oglethorpe project with an Appalachian Regional Commission (ARC) grant (under the Appalachian Development Highway Systems [ADHS]). Mayor Long said that the project is now approved for a new \$1M grant for .8/mile, which will change the face of Fort Oglethorpe forever. Mayor Long introduced Mr. Louis Hamm (Mayor Pro-Tem, City of Fort Oglethorpe, through December 31, 2013). Mayor Long said that this project was spearheaded by Mr. Hamm, and that without Mr. Hamm's efforts, it would not have happened. Mayor Long said that he was relinquishing his vote at today's TCC meeting to Mr. Louis Hamm, so that Mr. Hamm could finish the job that he began.</p> <p>Mr. Louis Hamm said that it took a lot of people working together to make this project happen. A group of individuals including representatives with the State of Georgia, Mr. James Thompson (ARC State Program Manager in Georgia), several others and he visited the Natural Resource Center / National Conservation Training Center in Shepherdstown, West Virginia, with the intention of coming up with a plan to help this stretch of downtown in the City of Fort Oglethorpe. A plan was then put together for the area, and after two grants were considered by the City of Fort Oglethorpe City Council, they were not awarded due to other priorities. The Fort Oglethorpe citizens and downtown property owners then became involved. Their efforts resulted in a grant which was successful in getting the project this far (getting the federal grant in hand with the Department of Transportation). Mr. Hamm thanked the Department of Transportation, Appalachian Regional Commission, Georgia Department of Community Affairs, and Georgia State Tourism for their assistance during the grant process. Mr. Hamm said that he has been involved in this project since 2010 and throughout the 2014-2017 TIP process. For their assistance, Mr. Hamm thanked the TPO Staff (Ms. Betsy Evans in particular), the TPO Members, and everyone on the Tennessee side for their assistance in getting these Georgia projects into the forefront. Mr. Hamm said that he has enjoyed working with everyone involved.</p> <p>Chairman Bridger called for questions/comments. Responding to an inquiry regarding the scope of the project, Mr. Hamm said that it involves the stretch of road from Highway 2 to the entrance of the Fort Oglethorpe Park. He said that the local access road did not qualify for this grant. However, because it is in the proximity of the Park and pairing with the U. S. Park Service, two initial grants were awarded for the visit to Shepherdstown, W. V. and to put together a very good design plan package. Mr. Hamm said that the road size will not be cut down with this project, and that some additions will be made such as streetscape and trees in the center median. He said that the plan is one of the best he has seen for Fort Oglethorpe in years and that it will add to the downtown. He envisions new businesses in the Fort Oglethorpe downtown (similar to those on Main Street in Chattanooga), said that some additional things will have to be done such as rezoning, and that he hopes these things will be addressed by the Fort Oglethorpe City Council.</p> <p>Chairman Bridger called for a round of applause, which ensued by everyone, and then called for further questions/comments.</p>		
<b>CONCLUSIONS</b>		
There being no questions/comments, <b>a motion was made to approve as presented, seconded and the motion carried.</b>		
<b>TCC/BOARD ACTION/RESOLUTION</b>	<b>PERSON PRESENTED MOTION</b>	<b>PERSON SECONDED MOTION</b>
APPROVE FOR PUBLIC COMMENT AND RECOMMENDATION TO APPROVE BY RESOLUTION AN AMENDMENT TO THE 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM (PROJECT GA-0013068 [GATEWAY TO CHICKAMAUGA BATTLEFIELD LOCAL ACCESS ROAD], PROJECT 33010 [TDOT-I24 BROAD ST AND MARKET ST INTERCHANGE MODIFICATIONS PROJECT]; AND PROJECT GA-0013102 [SR 1/US 27 AT CR 146/TWIN CEDARS ROAD INTERSECTION IMPROVEMENT])	Mr. Louis Hamm City of Fort Oglethorpe	Mr. Dave Cox Georgia Department of Transportation
<b>STAFF FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**ITEM #3. RECOMMENDATION TO APPROVE BY RESOLUTION THE INTELLIGENT TRANSPORTATION SYSTEM (ITS) ARCHITECTURE AND DEPLOYMENT PLAN**

**MS. YUEN LEE  
RPA STAFF**

<b>DISCUSSION</b>		
<p>Ms. Yuen.Lee said that the consultants, Kimley-Horn and Associates, Inc., conducted a kickoff workshop on September 24, 2013 followed by several stakeholder interviews during October 2013. The draft plan was completed in December 2013, reviewed with the stakeholders, and presented to the TPO TCC (opened for public comment) and Executive Board on January 7, 2014. Based on comments received, a revised draft was presented in February, 2014 for comments (one or two received through March 3, 2014 which will be incorporated into the final documentation). A public meeting was held January 7, 2014, a meeting with TDOT and FHWA was held, and the "Ready for Use" letter is expected in the next several weeks, after which the plan will be presented to the TPO Executive Board for approval on April 15, 2014.</p> <p>Chairman Bridger thanked Ms. Lee for her work on this plan, said that roads are not getting any cheaper to build, and that the best thing to do is use the existing infrastructure. Chairman Bridger said that the TPO TCC is being asked today to recommend approval by resolution to the TPO Executive Board for this ITS Architecture and Deployment Plan (which will serve as the guide when thinking about future improvements for ITS projects funded by the federal government), and called for questions or comments.</p>		
<b>CONCLUSIONS</b>		
There being no questions/comments, <b>a motion was made to approve as presented, seconded and the motion carried.</b>		
<b>TCC/BOARD ACTION/RESOLUTION</b>	<b>PERSON PRESENTED MOTION</b>	<b>PERSON SECONDED MOTION</b>
RECOMMENDATION TO APPROVE BY RESOLUTION THE INTELLIGENT TRANSPORTATION SYSTEM (ITS) ARCHITECTURE AND DEPLOYMENT PLAN	Mr. Joe Farrow City of Collegedale	Mr. Bert Kuyrkendall City of Chattanooga
<p><b>ITEM #4. DISCUSS DATA COLLECTION PROCESS AND SCHEDULE</b></p> <p style="text-align: right;"><b>MS. YUEN LEE RPA STAFF</b></p>		
<b>DISCUSSION</b>		
<p>Chairman Bridger said that he wished to give kudos to the TPO Staff for their efforts during the last data collection process within a crunched two-year period for the RTP. He said that this data collection process and schedule will help to lengthen out the data collection process and get ahead for the next Regional Transportation Plan (which is already underway). Ms. Lee said that the consultants, Cambridge Systematics, Inc., were hired to assist in determining what data needs to be collected and what methods should be used. She said that the cellular and Bluetooth data has been available for a couple years, but that the TPO Staff has been unclear which method to use in order to collect usable data. She said that the amount of money needed and available for data purchases must also be considered. Cambridge Systematics, Inc. helped TPO Staff to look at fifteen different data needs (see meeting packet), and has made their recommendations. The draft report (completed a month ago) was sent to TDOT, the UTK Center for Transportation for Transportation Research, the City of Chattanooga, and CARTA before it will be sent to the TPO members for review. The draft report was also shared with Kimley-Horn, Inc., since they are the consultants currently developing and maintaining (calibrating) the Travel Demand Model. Some comments and concerns have been received by the TPO Staff which are being addressed further before the draft plan is presented to the TPO TCC for recommendation to the TPO Executive Board. Ms. Lee responded to an inquiry regarding cell phone data, said that it was used for the last TDM update because the cost is much lower, but that there are some issues with the data which are being reviewed.</p> <p>Chairman Bridger said that the methodology must be consistent with what the federal government requires, and that we must have a Travel Demand Model based on accurate data. Ms. Lee said that the TPO Staff will work with the jurisdictions on existing data once implementation is begun. Regarding bike/ped data, Ms. Lee said that staff would like to share data and work with the City of Chattanooga. Chairman Bridger said that transit is another element of the model (staff will work with CARTA), and the goal is to add functionality to the model and improve the quality of the next data.</p>		
<b>CONCLUSIONS</b>		
No Formal Action Required		

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

**ITEM #5. APPROVE FOR PUBLIC COMMENT AND RECOMMENDATION TO APPROVE BY RESOLUTION AN UPDATE TO THE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN**

**MS. JENNY PARK  
RPA STAFF**

**DISCUSSION**

Ms. Park said that the purpose of the Coordinated Public Transit-Human Services Plan (Consolidated Plan) is to set local priorities for the transportation needs of the elderly, low-income and disabled. The plan was last updated in August 2012, and it is being updated now because MAP-21 requires that projects selected for funding under Section 5310 (a new program under MAP-21 due to the consolidation and elimination of programs) to be included in a Coordinated Plan. One new requirement under MAP-21 is for the designation of a recipient for Section 5310 funds, and the Chattanooga Area Regional Transportation Authority (CARTA) was endorsed as the designated recipient for Section 5310 funds by the TPO Executive Board on February 18, 2014. In order for the TPO to partner with CARTA on a "call for projects," CARTA must be referenced in the Consolidated Plan. There are a number of technical changes being made in the Consolidated Plan, the TPO Staff has reached out to Stakeholders, and a public process will be held. The plan includes an assessment of existing services to identify current transportation providers (public, private and non-profit), an assessment of transportation needs for individuals with disabilities and seniors, strategies/activities/projects that identify gaps between current services and the needs, and priorities (see DRAFT plan contained in the meeting packet for further details).

For this Coordinated Plan update, Ms. Park said that the TPO Staff drew from the 2040 Regional Transportation Plan (RTP) process, during which the consultants did a fair amount of analysis on transit service gaps and how those gaps relate to populations with higher percentages of seniors, disabled and low-income populations. The priorities are to:

- Continue to support Mobility Management and coordination efforts between CARTA Care-A-Van and SETHRA, with expansion to other agencies and areas as requested.
- Extend services in areas that currently have no public transportation, particularly East Ridge and Red Bank, as feasible.
- Continued support for vehicle/capital purchases by human services agencies so they can continue transportation for seniors, individuals with disabilities, and people with low incomes.

Ms. Park said that the next steps include a public meeting being held by the TPO Staff on March 25, 2014 (5:00-6:00 p.m.) at the Development Resource Center (1A), the TPO Staff and CARTA will partner on a "call for projects" following approval of the Consolidated Plan by the TPO Executive Board in April 2014, and then the Program of Projects will be amended into the plan.

Responding to an inquiry, Ms. Park recapped the main recommendations which are to keep supporting Mobility Management and coordination efforts, extend services in areas with no current public transportation services, particularly East Ridge and Red Bank (also supported by the 2040 RTP), and support vehicle/capital purchases (See DRAFT document, Page 12), and address specific gaps. Ms. Park said that this update is required every four years, and this update will get the TPO on schedule to align the Coordinated Plan effort with the next Regional Transportation Plan, allowing for coordination of activities.

Chairman Bridger said this update is primarily to align the Coordinated Plan with the MAP-21 language and designate the recipient of the Section 5310 federal funds, and he called for further comments/questions.

**CONCLUSIONS**

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

TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
APPROVE FOR PUBLIC COMMENT AND RECOMMENDATION TO APPROVE BY RESOLUTION AN UPDATE TO THE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN	Ms. Lisa Maragnano Chattanooga Area Regional Transportation Authority	Mr. Todd Leamon
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

**ITEM #6. OFFICIAL NOTICE OF FEDERAL APPROVAL OF THE CONFORMITY DETERMINATION REPORT FOR THE 2040 REGIONAL TRANSPORTATION PLAN**

**MS. BETSY EVANS  
RPA STAFF**

<b>DISCUSSION</b>		
<p>Ms. Evans said that the required letters from the Environmental Protection Agency and Federal Highway Administration have been received (contained in the meeting packet), and that the 2040 RTP is now in effect. She said that, on behalf of the TPO, she would like to thank the federal partners for their very thoughtful and expedited review process.</p> <p>Chairman Bridger thanked everyone for their work on both the 2040 RTP and specifically Ms. Evans on the Air Quality side.</p> <p>There were no comments/questions.</p>		
<b>DISCUSSION</b>		
No Formal Action Required		
<b>TCC/BOARD ACTION/RESOLUTION</b>	<b>PERSON PRESENTED MOTION</b>	<b>PERSON SECONDED MOTION</b>
<b>STAFF FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**ITEM #7. OFFICIAL NOTIFICATION OF KICKOFF: MULTIMODAL TRANSPORTATION CENTER STUDY (MTCS)**

**MS. JENNY PARK  
RPA STAFF**

<b>DISCUSSION</b>		
<p>Ms. Jenny Park said that she was stepping in to present this item on behalf of Mr. Phil Pugliese who was unable to attend the meeting. She said that the Multimodal Transportation Center Study (MTCS) is a partnership between the Chattanooga Area Regional Transportation Authority (ARTA) and the TPO in order to re-evaluate the role of transit in Chattanooga, to look at how ridership can be expanded, and improve service in general. The study came about as a result of the 2040 RTP process. In addition to the \$200,000 STP funds awarded to this project in the 2014-2017 Transportation Improvement Program, the Benwood Foundation has provided supplemental funds for the project. One component of the MTCS study looks at the feasibility of a physical multimodal transfer center in downtown Chattanooga for multiple modes of transportation, or perhaps multiple smaller centers around the city at key points where people need to connect using public transportation. At this point, Ms. Park said that the scope is broad as the Steering Committee looks at the goals of the transportation center. This region has experienced some demographic shifts in the last 20-30 years, and another component of the study is to look at potential places for additional routes (looking at the analysis which was done during the 2040 RTP process). This effort is also led by the Steering Committee (see meeting packet for list). The Steering Committee is currently meeting monthly to refine the scope of the project, and they will be developing RFP's with consultants to carry out the remainder of the project. There will be a robust public process throughout the study (funds provided by The Benwood Foundation, along with funds for a marketing position). The process will begin with a full update on the MTCS by ARTA at 10:00 a.m. Eastern (Downtown Public Library, First Floor Auditorium). Ms. Lisa Maragnano (ARTA Executive Director) encouraged everyone to attend the meeting on March 19, 2014.</p> <p>Responding to an inquiry regarding the use of the term "feasibility" in the MTCS Staff Report (see packet), Ms. Maragnano said that the best location must be determined based on the demographic needs while also considering future growth, and many important factors are involved in the decision making such as placing light rail (if it is a possibility) near existing light rail downtown. One larger center (accommodating all public transit modes) versus having two or three smaller transfer centers throughout the city (current pulse locations – perhaps Hamilton Place, East Gate or Northgate) must be evaluated. Ms. Maragnano said that "connectivity" of the transit modes is missing, and that ARTA is currently taking small steps to address this issue including placing a new bus stop at the Chattanooga Airport in May 2014 (giving direct connectivity from the airport to the downtown). She said that ARTA is</p>		

looking at a lot of things (including route frequency), but that the needs must be determined before redoing the routes.

Chairman Bridger thanked everyone for their leadership on this project and called for questions/comments. There were none.

**CONCLUSIONS**

No Formal Action Required

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

**ITEM #8. DISCUSSION OF REVISION TO THE TPO TECHNICAL COORDINATING COMMITTEE (TCC) BY-LAWS REGARDING THE CITY OF CHATTANOOGA, HAMILTON COUNTY, AND MULTIMODAL REPRESENTATION**

**MS. KAREN RENNICH  
RPA STAFF**

**DISCUSSION**

Ms. Karen Rennich said that the TPO TCC By-Laws were last updated about one year ago and, since that time, there have been some requests from jurisdictions for changes in their representation (positions) in the TPO TCC Membership. Ms. Rennich said that she is aware of the following requests, and asked that she be advised if there are others desiring to make changes, so that the changes can also be made to the TCC By-Laws at the same time (May 6, 2014) as those being proposed today.

Ms. Rennich said that the City of Chattanooga is represented on the TCC TPO by three positions (Public Works Administrator, City Engineer and City Traffic Engineer), and they are requesting changes in these three positions which are pending.

Hamilton County has three positions (Public Works Administrator, County Engineer and County Traffic Engineer) on the TPO TCC and they are proposing a change in positions to: Public Works Administrator, County Engineer or Director of Engineering (one vote based on whoever attends), and Engineering Projects Manager. Hamilton County is not proposing to add a new position, but to clarify their representatives.

Other changes in current positions being proposed include the Bicycle Coordinator and Chattanooga Urban Area Pedestrian and Bicycle Task Force. Ms. Rennich said that these positions are going away and the TPO Staff would like to ensure that these groups continue to be represented on the TPO TCC. She asked Ms. Jenny Park to comment further on these changes.

Ms. Park said that Mr. Phil Pugliese is now working on the Multimodal Transportation Center Study (MTCS) and there is no longer a Bicycle Coordinator (Outdoor Chattanooga). The Chattanooga Urban Area Pedestrian and Bicycle Task Force is no longer a function of the TPO (although the TPO Staff will continue to work with this group), and has become an advocacy group with more focus on implementation issues rather than on planning.

Ms. Park said that the TPO Staff is proposing to replace these two positions with a Representative of Bike-Walk Chattanooga (new advocacy group), and a Representative of the Multimodal Advisory Committee (consisting of members of the Bike/Ped advocacy group Bike/Walk Chattanooga, individuals who have served on various TPO selection committees, community representatives who have been involved in the transportation process, and a land-use representative). The Multimodal Advisory Committee is being established to improve communication between jurisdictions who are trying to implement multimodal projects or who are applying for grants related to bike/ped/transit projects (and people who might use those modes), advise the cities and counties working on those multimodal projects, assist the TPO in the project selection processes, and assist the TPO Staff in keeping the committee's concerns before the TPO so that they can be addressed.

In response to an inquiry from Ms. Rennich, Ms. Park said that Bike-Walk Chattanooga is almost the same group as the former Chattanooga Urban Area Pedestrian and Bicycle Task Force with some additional members. They are interested in planning, but feel that they are somewhat limited in their scope by focusing on TPO related items. They are more interested in activities like Bike-Walk Weekends and organizing group meetings of bike/ped advocacy groups in the area.

Responding to an inquiry from Mr. John Van Winkle, City of Chattanooga, Ms. Rennich said that she has talked with the City of Chattanooga (Messrs. Blythe Bailey and Lee Norris) regarding the proposed changes (not yet final) for the three City of Chattanooga positions on the TPO TCC. Ms. Rennich expects to have a final decision from the City of Chattanooga regarding the proposed changes in the three positions before the By-Laws amendment is adopted at the next TCC meeting.

Ms. Rennich again requested that she be advised if anyone wishes to make changes in the name of their representatives on the TPO TCC, so that the change can be incorporated in the proposed amendment at the next TCC meeting.

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

**ITEM #9. DISCUSS DEVELOPMENT OF 2015-2016 UNIFIED PLANNING WORK PROGRAM (UPWP)**

**MS. KAREN RENNICH  
RPA STAFF**

<b>DISCUSSION</b>
<p>Ms. Karen Rennich referred to a meeting packet excerpt describing the intentions of TPO work program (UPWP), describing why it is important, and why amendments are done. Ms. Karen Rennich said that the UPWP details the TPO activities, responsibilities for tasks, and how money is spent by the TPO. She gave an example of a recent UPWP amendment (inclusion of local match funds from the Benwood Foundation for the Multimodal Transit Center Study and reprogramming of funds to use FTA dollars for that position). This was something that the TPO felt was important and the amendment (work program change) was done describing the project, detailing the funds being expended, reflecting the Benwood Foundation local match, and the outlining the responsibilities.</p> <p>Ms. Rennich said that being able to fund all of the TPO work is of the utmost interest, this is another reason for processing amendments to the UPWP, and an example of a need for amendment is the Data Collection Process and Schedule. For the next Regional Transportation Plan (RTP) cycle, the estimated cost of data collection needs is a lot of money (\$440,000). Part of the reason for the Data Collection Process and Schedule is to be really clear about what is needed for the next RTP cycle and air quality congestion and mitigation, and also to consider the needs for the next ten years when the next census could trigger additional data needs. Those activities and how they are paid for must be in the UPWP.</p> <p>Ms. Rennich said that the TPO receives approximately \$150,000/year (base) from GDOT, a little over \$400,000/year from TDOT, and approximately \$200,000 from FTA over a longer period of time, because FTA is on a different cycle from GDOT/TDOT. She said that funds are rolled over which are not spent in a prior year, but the TPO must plan for the cost of the RTP which is obviously a big cost, and how the funds are spent depends on what is in the UPWP. If you are a County or jurisdiction and are paying for match funds for a project, the UPWP outlines the local match for the TPO.</p> <p>Ms. Rennich said the TPO has been on a two-year UPWP cycle in the past (preferred by the federal partners). However, TDOT has changed the Regional Planning Agency (TPO) to a two-year grant contract. In order to get on schedule with TDOT, the TPO Staff has been given permission to develop a one-year UPWP contract for FY 2015, and then the TPO will be back on a two year UPWP cycle.</p> <p>As part of keeping the TPO Members informed and referring to the meeting packet excerpt, Ms. Rennich said that she has outlined some of the FY 2014 Key Projects (October 1, 2013 - September 30, 2014). The excerpt also outlined some FY 2015 (October 1, 2014 - September 30, 2015) Initial Proposed activities, and Ms. Rennich said that it is also important for TPO Members to advise the TPO Staff of any additional activities that they would like to see explored and considered for addition into the FY 2015 UPWP.</p> <p>This year (<b>FY 2014</b>), Ms. Rennich said that some major projects include the development and adoption of the 2040 RTP (now in effect). Chairman John Bridger and several TPO Staff members are participating in THRIVE 2055 (16 county regional planning process), and are providing input with the land-use (particularly on the front end with the regional land-use model) and on transportation. There has been a lot of discussion about how to get the TPOs involved in the THRIVE 2055 process. Ms. Rennich said that data collection will be big for the next year or two with a lot of activities being picked up (some data being purchased and some data being obtained by the TPO having someone to actually collect the data), and completion/adoption of the major update for the Intelligent Transportation System (ITS) Architecture and Deployment Plan (Summer 2014). Ms. Rennich said that some of the FY 2014 activities have been completed, and the TPO is on track with the other planned activities.</p>

In FY 2015 (beginning October 1, 2014), Ms. Rennich said that some key activities will include:

- Data collection has a lot of money appropriated, and it will again be heavy because of the important window before the Travel Demand Model update.
- The Participation Plan will be updated by the Strategic Long Range Planning Division (Ms. Melissa Taylor's department). This is an important document for the TPO, minor updates have been done in the past, but this update will be a more holistic look the document.
- Development of the two-year Unified Planning Work Program (UPWP) for FY 2016-2017.
- The TPO will partner in the Multimodal Transportation Center Study providing project coordination and staff support.
- The TPO Staff has been encouraged by FHWA to look at the FHWA INVEST Tool, and Ms. Taylor is interested in implementing the tool for looking at some of the TPO's plans and processes from the perspective of livability and environmental sustainability.
- Development of specific targets (working with the state and federal partners) for the TPO's Performance Measures Framework (specified % reduction in VMT by X date).

Ms. Rennich said that the TPO will be involved in many more on-going activities, but these are some of the key activities for FY 2015. She said that the TPO Staff seeks input from GDOT and TDOE to ensure that we are aware of any studies they are conducting, and includes any on which the TPO should be working. She said that recommendations were made to the TPO during the last Certification Review (May 2013), and some of those recommendations will be implemented during FY 2015 and reflected in the UPWP.

**Other Activities?**

Ms. Rennich said that there has been some initial discussion by the City of Chattanooga, Transportation Department, and Ms. Taylor regarding possible corridor studies. She asked that any other activities be brought to her attention or discussed with another TPO Staff member.

**Accelerated FY 2015 UPWP Schedule (May TPO TCC / June TPO Executive Board)**

Ms. said that the UPWP normally goes before the TPO Executive Board for adoption in August. However, the date of the August 2014 TPO Executive Board meeting is six days after the 2015 UPWP deadline. Therefore, a list of the proposed activities will soon be provided to TPO Members for review and input, the draft 2015 UPWP document will be presented to the TPO TCC at the next TCC meeting on May 6, 2014 for Recommendation to Approve by Resolution, and it will go before the TPO Executive Board for adoption on June 17, 2014.

Ms. Rennich said that anyone who looks at the UPWP document should be able to determine the work being done by the TPO, what the TPO Staff is doing, and how money is being spent. The money received by the RPA (TPO) is a reimbursement for funds expended by the TPO. Therefore, quarterly reports reflecting the work being done by the TPO Staff (and Consultants) are provided to TDOE, GDOT and Federal partners. To ensure that all work billed in the quarterly reports by TPO Staff is contained in the UPWP (work of which the TPO Members are aware), Ms. Rozanne Brown, TPO Staff, audits all billing which is submitted by the TPO Staff and billed in the quarterly reports.

**CONCLUSIONS**

No Formal Action Required. There were no questions or comments.

TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
A list of the proposed activities for the FY 2015 UPWP will soon be provided to TPO Members for review and input.	Karen Rennich	
A Draft FY 2015 UPWP document will be presented to the TPO TCC at the next TCC meeting for Recommendation to Approve by Adoption.	Karen Rennich	May 6, 2014



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

**ITEM #11. PUBLIC COMMENTS AND OTHER ITEMS OF IMPORTANCE**

**MS. KAREN RENNICH  
RPA STAFF**

<b>DISCUSSION</b>		
<p>The next TPO Executive Board Meeting is April 15, 2014.  The next TPO Technical Coordinating Committee (TCC) meeting is May 6, 2014.</p> <p>There being no further questions or comments, the meeting was adjourned.</p>		
<b>CONCLUSIONS</b>		
No Formal Action Required		
<b>TCC/BOARD ACTION/RESOLUTION</b>	<b>PERSON PRESENTED MOTION</b>	<b>PERSON SECONDED MOTION</b>
<b>STAFF FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**DISCUSSION**

Staff reports are discussed selectively, or if there are questions. Status summaries and contact information were included in the meeting packet for the following projects and programs.

- Notice of 2011-2014 TIP Adjustments/Modifications
- Green Trips Activities Plan and Feedback Survey
- Discuss Prospectus Update
- Certification Review / Corrective Action Response Update
- TDOT Project Status – Hamilton County (1/16/2014)
- Designated Recipient of Section 5310 Federal Funds
- Scheduling Update on Functional Classification System of Street Revisions (Tennessee and Georgia Portions)
- 2014 CMAQ Applications
- 2014 Safe Routes to School (Tennessee Portion) Grant Submittals
- Revision to 2013-2014 Unified Planning Work Program for FY 2014
- 2014 TPO TCC & Executive Board Meeting Calendar

**Green Trips Program**

Ms. Rennich said that the Green Trips Program (CMAQ) is run through the RPA and requested everyone to complete the hardcopy GreenTrips Communications Survey contained in the meeting packet. This will assist the Staff in ensuring that word is getting out about the program and in determining if there is a better way to do outreach. She referred to the 2014 Program activity report in the packet indicating a very active project, and said that two part-time Staff members (funded through CMAQ) are working on the project.

**Functional Classification System of Streets (TN & GA)**

Ms. Rennich said that the Research & Analysis Division (Ms. Yuen Lee's department) is the lead on changes to the Functional Classification System of Streets.

In Tennessee, Ms. Aleeta Zeller worked with some TPO Members a few weeks ago discussing potential changes. FHWA then released a new Functional Classification System of Streets document, the TPO Staff is waiting to hear from TDOT about their recommendations for implementation in Tennessee, and TPO Staff will then make any necessary revisions to meet the recommendations, and move the Tennessee FCS along.

In Georgia, the Georgia Association of MPO's (GAMPO) released communications two days ago from GDOT regarding the new FCS process. Georgia jurisdictions are now required to submit a justification sheet and approval of the Jurisdiction. Guidelines are available on a public SharePoint site (see meeting packet), and more information is expected from GDOT. Ms. Zeller has the lead, and will shortly send the additional information via email to Georgia TPO Executive Board Members, Georgia Designees, and the Georgia TPO TCC Members (including the Northwest Georgia Regional Commission). Ms. Rennich asked that the information be passed on to any others who may need the information, or that Ms. Zeller be advised (so that she can provide the information).

**Education**

Ms. Rennich mentioned two last minute March webinars (All In: The Value in Complete and Green Streets on March 19, 2014, and Keeping Pedestrians Safe in Urban and Suburban Settings on March 20, 2014) available on the handout table, and said that some continuing education credits were available (see handout table).

**Revision to 2013-2014 UPWP**

Ms. Rennich said that the TPO Members previously received information about this revision to the 2013-2014 Unified Planning Work Program moving funds into data collection for this year (FY 2014). This money that was not expended last year from the TDOT and GDOT contracts.

**2014 Congestion Mitigation and Air Quality (CMAQ) Improvement Program**

Ms. Betsy Evans said that notice of this program was given at the February 18, 2014 TPO Executive Board meeting. At the time, she requested that any jurisdiction who planned to submit a project give her their intention to submit by February 25, 2014 (see meeting packet for the three City of Chattanooga projects for which intentions were submitted), and that the jurisdiction submit the full Project Proposal by Monday March 10, 2014. A meeting of the Selection Committee will be held on Tuesday, March 11, 2014 (9:30 a.m. in DRC conference room 2B), and all TPO Members are invited to attend.

Chairman Bridger called for any other questions or comments. Mr. Stacy Morrison said that TDOT is working with the University of Tennessee on the Functional Classification System of Streets guidelines, and that TDOT hopes to have the recommendations soon.



CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA  
TRANSPORTATION PLANNING ORGANIZATION

TECHNICAL COORDINATING COMMITTEE (TCC)

March 4, 2014 (1:30 p.m. Eastern - DRC/1A)

TCC MEMBERS:

PLEASE "CHECK"  
IF VOTING

<u>NAME</u>	<u>REPRESENTATION</u>	<u>PLEASE "CHECK" IF VOTING</u>
Karen Rensch	RPA/TPO	
CHARLES JONES	nw GA REG. COMMISSION	✓
Kevin N Long	CITY OF OGLE	✓
Rozanne Brown	RPA/TPO	
JOE FARROW	COLLEGE DALE	
Betsy Evans	TPO	
Dave Cox	GOVT	
Scott Allen	FHWA-TN	
Chad Reese	SETDD/SETN RPO	✓
Jenny Park	RPA/TPO	
TODD LEAMON	HAMILTON COUNTY	✓
Loretta Hopper	Town of Signal Mtn	
Pat Kuykendall	City of Chattanooga	✓
J. King	RPA	✓

