



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

### MINUTES

**JUNE 17, 2014**

**1:30-3:00 P.M.  
EASTERN**

1250 MARKET STREET  
SUITE 2000  
CHATTANOOGA, TN 37402

MEETING CALLED BY	CHAIRMAN TODD LEAMON
TYPE OF MEETING	TPO EXECUTIVE BOARD MEETING
FACILITATOR	MS. KAREN RENNICH, REGIONAL PLANNING AGENCY (RPA)
NOTE TAKER	MS. ROZANNE BROWN, RPA
QUORUM	Yes
ATTENDEES	See Attachment

ANNOUNCEMENTS	Chairman Todd Leamon welcomed everyone and recognized Mr. Jim Holloway as the Designee representing Mr. Bob Colby, Chattanooga-Hamilton County Air Pollution Control Bureau, at this meeting.
PUBLIC COMMENTS	
OTHER ITEMS OF IMPORTANCE	Handouts: Chattanooga-Hamilton County/North Georgia Data Collection Process and Schedule (Final Report April 17, 2014); Draft Fiscal Year 2015 Unified Planning Work Program (UPWP); Draft Transportation Planning Prospectus (06/05/2014); NPRM for Statewide and Nonmetropolitan Transportation Planning (June 13, 2014); Calming Arterial Streets for Safer Walking and Cycling (June 18, 2014); Transportation Conformity 101 Flyer (June 30, 2014); Navigating MAP-21 Workshop - Finding Funding for Biking & Walking (Chattanooga, July 10, 2014); 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; MAP-21 Fact Sheet: Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310; Solvency of the Federal Highway Trust Fund (TDOT Commissioner John C. Schroer, June 12, 2014); and 2014 TPO TCC & Executive Board Meeting Calendar.

### Agenda Topics

#### ITEM #1. APPROVAL OF APRIL 15, 2014

**CHAIRMAN TODD LEAMON**

#### TPO EXECUTIVE BOARD MEETING MINUTES

DISCUSSION	Chairman Todd Leamon called the meeting to order, inquired if there were questions/comments regarding Item #1, or called for a motion to approve as presented.	
CONCLUSIONS	There being no questions/comments, <b>a motion was made to approve as presented, seconded and the motion carried.</b>	
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
APPROVAL OF APRIL 15, 2014 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 REVISION TO TPO EXECUTIVE BOARD BY-LAWS**

**MS. KAREN RENNICH  
RPA STAFF**

<b>DISCUSSION</b>		
<p>Ms. Karen Rennich said that this agenda item was previously discussed at the April 15, 2014 TPO Executive Board meeting, and that there have been no changes since that date. However, the new Critical Issue vote information was added to the proposed bylaws being presented today. Part of the reason for this bylaws revision was to update the Critical Issue vote information based on the 2010 Census population, and to clarify how the Critical Issue vote works. The only comment made at the April TPO Executive Board meeting was a request that the updated Critical Issue vote information and clarification of how the Critical Issue vote works be made a part of this meeting packet and available for review prior to today's meeting, which has been done and both the old and new Critical Issue vote information were included in the meeting packet.</p> <p>Referencing the four reasons listed in the proposed bylaws that a vote might be seen as a Critical Issue, Ms. Melissa Taylor, Director, Strategic Long Range Planning Division, said that there might be a Call for Projects (selection of projects) which is not a part of the Regional Transportation Plan (RTP) or the Transportation Improvement Program (TIP), but when a TPO Member may wish to call for a Critical Issue vote. Ms. Rennich read the four reasons (bullets) referenced by Ms. Taylor as outlined in the proposed TPO Executive Board Bylaws (Page 2 - contained in the meeting packet).</p> <p>Chairman Todd Leamon requested further clarification from Ms. Taylor, and inquired if she was stating that a TPO Member may wish to call for a Critical Issue vote which could not be called based on the proposed bylaws wording. He inquired whether or not the projects selected during such a Call for Projects would later become a part of the Transportation Improvement Program.</p> <p>Ms. Taylor replied that Chairman Leamon was correct in his understanding of her interpretation regarding the proposed bylaws wording relative to the four reasons a Critical Issue vote may be called by a member, and that there have been several Call for Projects in the past when the TPO Executive Board has voted on the selection of projects which were not necessarily related to (or amended into) a Plan or the TIP. Ms. Taylor said that it is her suggestion that a bullet be added stating that "any Call for Projects (selection of projects) related to the allocation of funds" be added to the reasons that a Critical Issue vote can be called for by a member, along with the other four reasons as outlined in the TPO Executive Bylaws (Page 2). Ms. Taylor gave the example of a discretionary funding program like the American Recovery &amp; Reinvestment Act (AARA Program), which was a specific amount of money for ARRA projects with a selection of projects process, and with projects then being amended into the TIP.</p> <p>Chairman Leamon inquired if there were other questions/comments, or called for a motion.</p>		
<b>CONCLUSIONS</b>		
<p>There being no further questions/comments, <b>a motion was made by Mr. Blythe Bailey, City of Chattanooga, to approve by resolution as presented with the addition of "Any Call for Projects (selection of projects) Related to the Allocation of Funds" being added to the reasons that a "Critical Issue" vote can be requested by a member, as outlined in the TPO Executive Bylaws (Page 2), seconded and the motion carried.</b></p>		
<b>TCC/BOARD ACTION/RESOLUTION</b>	<b>PERSON PRESENTED MOTION</b>	<b>PERSON SECONDED MOTION</b>
APPROVE BY RESOLUTION AS PRESENTED WITH THE ADDITION OF "ANY CALL FOR PROJECTS (SELECTION OF PROJECTS) RELATED TO THE ALLOCATION OF FUNDS" BEING ADDED TO THE REASONS THAT A "CRITICAL ISSUE" VOTE CAN BE REQUESTED BY A MEMBER, AS OUTLINED IN THE TPO EXECUTIVE BYLAWS (PAGE 2).	Mr. Blythe Bailey City of Chattanooga	Mr. Ted Rogers City of Collegedale
<b>STAFF FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
TPO Staff will make the requested addition to the TPO Executive Board Bylaws contained in the motion.	Ms. Karen Rennich	

**ITEM #3. APPROVE BY RESOLUTION AN AMENDMENT(S) TO THE 2014 TRANSPORTATION IMPROVEMENT PROGRAM**

**MS. BETSY EVANS  
RPA STAFF**

- **TDOT - Request for Orange Grove Capital Purchase Utilizing Funding from FTA 5310 Program**
- **GDOT – GA-0011682 Bridge Replacement on SR299**

<b>DISCUSSION</b>		
<p>Ms. Betsy Evans referenced the TIP pages contained in the meeting packet and reviewed them in detail. Project GA-0011682 was requested by GDOT and is a Bridge Replacement project in Dade County. The ROW phase was removed, funds were added to the Construction phase, and the Funding Code was changed for the Construction phase. The second project was requested by TDOT for the purchase of six vans for the Orange Grove Center with FTA 5310 funds.</p> <p>The TPO TCC recommended approval by resolution on May 6, 2014 contingent upon the IAC's approval on May 7, 2014. The exempt status for both of these projects was concurred by IAC on May 7, 2014.</p>		

<b>CONCLUSIONS</b>		
There being no questions/comments, <b>a motion was made to approve by resolution 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 BY RESOLUTION AN AMENDMENT(S) TO THE 2014 TRANSPORTATION IMPROVEMENT PROGRAM <ul style="list-style-type: none"> <li>• TDOT - Request for Orange Grove Capital Purchase Utilizing Funding from FTA 5310 Program</li> <li>• GDOT – GA-0011682 Bridge Replacement on SR299</li> </ul>	Mayor Bill Lusk Town of Signal Mountain	Mr. Dave Cox Georgia Department of Transportation
<b>STAFF FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**ITEM #4. APPROVE BY RESOLUTION THE FY 2015 UNIFIED PLANNING WORK PROGRAM (UPWP)**

**MS. KAREN RENNICH  
RPA STAFF**

<b>DISCUSSION</b>
<p>Ms. Karen Rennich reviewed the 2015 Unified Planning Work Program (UPWP) Key Projects contained in the meeting packet Staff Report. She said that the Key Projects were approved by the TPO TCC and Executive Board at the March and April 2014 meetings, and that there have been no major changes since that time. She said that some of the Key Projects would be further discussed later on the agenda and provided additional comments:</p> <ul style="list-style-type: none"> <li>o Participation in and input into the 16 county (THRIVE 2055) regional planning process will particularly focus on the transportation portion.</li> <li>o The Data Collection Process and Schedule will be discussed later in today's agenda (Item #6).</li> <li>o Development of a Continuity of Operations Plan (COOP) was one of the recommendations from the 2013 Federal Certification Review.</li> <li>o Development of focused land use and transportation planning in priority areas (identified through the update of the countywide Comprehensive Plan), including but not limited to redevelopment and function studies of corridors, transit circulators, and/or multimodal access improvement.</li> <li>o Development of the 2016-17 Unified Planning Work Program (UPWP).</li> <li>o Implementation of FHWA's Invest Tool to determine the impact of planning and project implementation (looks at the livability and sustainability of projects/processes/plans).</li> <li>o Update of the TPO's Participation Plan (Agenda Item #9).</li> <li>o Continuing to partner in the Multimodal Transportation Center Study (project coordination and staff support).</li> <li>o Development of specific targets related to the TPO's Performance Measures Framework which began with the Regional Transportation Plan (RTP).</li> </ul> <p>Ms. Rennich said that a draft of the 2015 UPWP was sent to the state and federal partners in April 2014 and a copy was provided to the TPO Executive Board on April 15, 2014. The TPO Staff discussed the 2015 UPWP with the Georgia Advisory Committee (GAC) in April, and the draft was provided to the TPO Technical Coordinating Committee (TCC) on May 6, 2014. At that time, the draft 2015 UPWP was out for review with a 30 business day review requirement by the state and federal partners. At the May 6, 2014 TPO TCC meeting, the TCC recommended approval contingent upon comments made by the state and federal partners being satisfactorily addressed by the TPO Staff and final approval of the response(s) made by the TPO Staff being received from the state and federal partners prior to the TPO Executive Board approval, and no significant changes being made in the document. Comments were received back from state and federal partners on June 6, 2014, which were addressed and sent back to the state and federal partners by the TPO Staff on June 16, 2014.</p> <p>Ms. Rennich said that, since the final date for TDOT to receive the TPO Executive Board approved 2015 UPWP is August 13, 2014 (which is before the August 19, 2014 TPO Executive Board meeting), there are two options for approving the 2015 UPWP being presented to the TPO Executive Board today:</p> <ol style="list-style-type: none"> <li>1. Approve the 2015 UPWP contingent upon the TPO Staff satisfactorily addressing all state and federal comments.</li> <li>2. Place the 2015 UPWP on the August 2014 TPO Executive Board meeting agenda for approval (requiring that the August Executive Board meeting be moved to a date earlier in August in order to meet the August 13, 2014 TDOT deadline).</li> </ol> <p>Ms. Rennich said that, based on the state (TDOT and GDOT) and federal (FHWA/FTA) comments received June 6, 2014:</p> <ul style="list-style-type: none"> <li>o A minor change was made to the GDOT funding amount (\$107 – Task 7 – Long Range Planning).</li> <li>o There were some text/grammar/spacing changes.</li> <li>o The federal government has emphasis areas, and some additional emphasis areas were added and highlighted to show what specific projects are being done by the TPO in order to meet those emphasis areas. These were projects already listed, and they are now nested under the federal emphasis areas.</li> </ul>

- o TDOT changed some of the responsible agencies for some tasks.
- o End dates were added to each project in the Process & Schedule section of each Task (a comment was received that the UPWP has a deadline, and so should each project - no "ongoing" projects).
- o Technology purchases are now itemized - most of the technology funds are used for software/annual maintenance.
- o Each task now has a description of the previous work and the Fiscal Year in which it was completed (usually the previous UPWP).

In summary, most of these changes fell under the federal emphasis areas (beginning on Page 9) and were existing projects with work already under way (i.e., the FTA INVEST Tool). Ms. Rennich said that there were no changes or additions to tasks, there was no change to funding other than the \$107 (Task 7 – Long Range Planning), and most other changes were formatting.

Responding to an inquiry, Ms. Rennich said that, as part of the one-week and two-week prior emails for today's meeting sent to TPO members (June 10 and June 4, 2014, respectively), a link to the draft 2015 UPWP was included. The changes being discussed today (shown above) were made just since yesterday (June 16, 2014), and were highlighted in the meeting packet draft (as requested by TDOT). The federal initiatives section has a listing of the additional initiatives not previously included.

Mr. Stacy Morrison (TDOT Office of Community Transportation) said that, from TDOT's perspective, he did not have a problem with the 2015 UPWP being approved by the TPO Executive Board at today's meeting contingent upon all state and federal comments being satisfactorily addressed by the TPO Staff.

Chairman Leamon inquired if there were other questions or comments, and there being none, he called for a motion.

**CONCLUSIONS**

There being no further questions/comments, **a motion was made to approve by resolution as presented contingent upon all comments made by the state and federal partners being satisfactorily addressed by the TPO Staff, seconded and the motion carried.**

TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
APPROVE BY RESOLUTION THE FY 2015 UNIFIED PLANNING WORK PROGRAM (UPWP) AS PRESENTED CONTINGENT UPON ALL COMMENTS MADE BY THE STATE AND FEDERAL PARTNERS BEING SATISFACTORILY ADDRESSED BY THE TPO STAFF.	Mr. John Naylor Chattanooga Metropolitan Airport Authority	Mr. Stacy Morrison Tennessee Department of Transportation
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Staff will respond to all state and federal comments and provide TPO Members with a link to the final document after final sign-off by the state and federal partners.	Ms. Karen Rennich	

**ITEM #5. ENDORSE 2014 TRANSPORTATION PLANNING PROSPECTUS**

**MS. KAREN RENNICH  
RPA STAFF**

**DISCUSSION**

Ms. Karen Rennich said that this item was previously discussed with TPO members, and that it is one of two documents being prepared by the TPO to address Corrective Action requirements from the 2013 Federal Certification Review of the TPO process. The Corrective Action requirement was to update the 1997 Memorandum of Agreement (MOA) regarding the TPO process. However, the TPO Staff worked with the federal partners and arrived at an alternative proposal to satisfy the Corrective Action requirement including two items which are on today's agenda:

- o 2014 Transportation Planning Prospectus - which it is believed will work best for the TPO (Item 5).
- o TPO/CARTA Memorandum of Agreement (MOA) (Item #8).

Ms. Rennich said that it is the understanding of the TPO Staff from the federal partners that TPO Executive Board approval of these two documents will satisfy the Corrective Action requirements of the 2013 Federal Certification Review.

The 2014 Transportation Planning Prospectus (Prospectus) was presented to the TPO Executive Board on April 15, 2014 and placed online with little change since then (including updates to TDOT and GDOT partners based on their feedback, and changes to some of the language in the MOA section).

The 2014 TPO Planning Prospectus gives information regarding the TPO organization and its members, documents any agreements in place, and is an update of the previous Prospectus (adopted 2007). The document includes additional partners (those with whom the TPO regularly interacts and not just TPO Executive Board Members), and it is intended to be more user friendly so that anyone new to the TPO can easily understand the TPO process.

Ms. Rennich said that there are three items on today's meeting agenda that will become a part of the 2014 Transportation Planning Prospectus following approval by the TPO Executive Board:

1. TPO Executive Board Bylaws - Item #2 (approved above)
2. TPO/CLEVELAND Memorandum of Agreement (MOA) – Item #7
3. TPO/CARTA Memorandum of Agreement (MOA) – Item #8

Ms. Rennich said that the TCC recommended endorsement of the 2014 Transportation Planning Prospectus on May 6, 2014, and the three documents shown above will be added to the document by the TPO Staff if approved today. She said that the TPO Staff is considering the possibility of having the 2014 Transportation Planning Prospectus having the document translated into Spanish for the community.

Chairman Leamon inquired if there were any further questions or comments, or called for a motion.

**CONCLUSIONS**

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

TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
ENDORSE 2014 TRANSPORTATION PLANNING PROSPECTUS	Commissioner Chester Bankston Hamilton County	Mr. Billy Cooper
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Staff will add the three documents shown above when approved to the 2014 Transportation Planning Prospectus and consider translating the document into Spanish.	Ms. Karen Rennich	

**ITEM #6. ENDORSE CHATTANOOGA-HAMILTON COUNTY / NORTH GEORGIA DATA COLLECTION PROCESS AND SCHEDULE**

**MS. YUEN LEE  
RPA STAFF**

DISCUSSION		
<p>Ms. Lee said that the main purpose of this document is to help address the long and short term data needs of the CHCNGA TPO to meet current federal transportation requirements, specifically for the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), Travel Demand Model (TDM), and Congestion Management Process (CMP). It will also provide the TPO with a better understanding of data priorities, time schedule, costs, and the latest technologies available for data collection. Ms. Lee said that the document will help to provide predictability for budget planning.</p> <p>Ms. Lee said that this draft document (completed 2-3 months prior to this meeting) was provided to TDOT, the UTK Center for Transportation Research, other appropriate TPO Member departments including the City of Chattanooga Transportation Department, and the TPO Consultant for the Traffic Demand Model. Their comments were incorporated into this final draft and posted on the RPA/TPO website (<a href="http://www.chcrpa.org">http://www.chcrpa.org</a>).</p> <p>Ms. Lee said that the TPO Staff is currently working with the consultant on the data collection Phase II (\$300,000+ estimated budget) which focuses on four major tasks. She hopes to start the data collection process in late September 2014, and start the actual data collection in the Fall 2014.</p> <p>The TCC recommended the Chattanooga-Hamilton County / North Georgia Data Collection Process and Schedule for endorsement on May 6, 2014.</p> <p>Chairman Leamon called for questions/comments, or a motion to endorse the document.</p>		
CONCLUSIONS		
<p>There being no questions/comments, <b>a motion was made to endorse as presented, seconded and the motion carried.</b></p>		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
ENDORSE CHATTANOOGA-HAMILTON COUNTY / NORTH GEORGIA DATA COLLECTION PROCESS AND SCHEDULE	Commissioner Chester Bankston	Mr. Blythe Bailey
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

**ITEM #7. APPROVE BY RESOLUTION  
MEMORANDUM OF AGREEMENT WITH  
CLEVELAND MPO ON INTELLIGENT  
TRANSPORTATION SYSTEMS (ITS)**

**MS. YUEN LEE  
RPA STAFF**

<b>DISCUSSION</b>		
<p>Ms. Yuen Lee said that this Cleveland Memorandum of Understanding (MOA) is being updated because, when the Chattanooga Regional ITS Architecture and Deployment Plan was updated earlier this year, a signed copy of the previous Cleveland Urban Area MOA (a part of the Chattanooga Regional ITS Architecture and Deployment Plan) could not be located.</p> <p>Ms. Lee said that both the Cleveland Urban Area MPO and the CHCNGA TPO have developed their own ITS Architecture and Deployment Plan. However, because of their close proximity and to ensure coordination and cooperation in the development and maintenance of both efforts, this MOA outlines the responsibilities and documents mutual agreement between the Cleveland Urban Area MPO and CHCNGA TPO. In addition, the Interstate 75 Fog Detection System is physically within the Cleveland Urban Area MPO boundary, but the command and control operations are located in Chattanooga.</p> <p>The TPO TCC recommended approval by resolution on May 6, 2014.</p> <p>Ms. Lee called for questions or comment, and there being none, Chairman Leamon called for a motion.</p>		
<b>CONCLUSIONS</b>		
There being no questions/comments, <b>a motion was made to approve by resolution as presented, seconded and the motion carried.</b>		
<b>TCC/BOARD ACTION/RESOLUTION</b>	<b>PERSON PRESENTED MOTION</b>	<b>PERSON SECONDED MOTION</b>
<b>APPROVE BY RESOLUTION MEMORANDUM OF AGREEMENT WITH CLEVELAND MPO ON INTELLIGENT TRANSPORTATION SYSTEMS (ITS)</b>	Mr. Blythe Bailey	Mr. Bill Trohanis Town of Walden
<b>STAFF FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**ITEM #8. APPROVE BY RESOLUTION  
MEMORANDUM OF AGREEMENT  
CHATTANOOGA AREA REGIONAL TRANSPORTATION AUTHORITY  
(CARTA)**

**MS. KAREN RENNICH  
RPA STAFF**

<b>DISCUSSION</b>		
<p>Ms. Karen Rennich said that the draft of this Memorandum of Agreement (MOA) was presented to the TPO Executive Board on April 15, 2014, that there have been no changes since that date, and it was developed by the TPO Staff in partnership with the Chattanooga Area Regional Transportation Authority (CARTA). This MOA is a part of the TPO's response to satisfy the requirements of the 2013 Federal Certification Review Corrective Action.</p> <p>Federal legislation requires that the TPO have a written agreement with public transportation providers regarding the transportation process (which already exists between the CHCNGA TPO and CARTA). Ms. Rennich said that this is a written agreement to comply with the federal requirement, and documents the agreement between the CHCNGA TPO and CARTA. It specifically lays out the roles for the development and sharing of information pertaining to the RTP, TIP and Annual Obligated List of Projects.</p> <p>Ms. Rennich said that no comments were received from the federal partners following their review of the MOA, and it was recommended for approval by resolution by the TPO TCC on May 6, 2014.</p>		
<b>CONCLUSIONS</b>		
There being no questions/comments, <b>a motion was made to approve by resolution as presented, seconded and the motion carried.</b>		
<b>TCC/BOARD ACTION/RESOLUTION</b>	<b>PERSON PRESENTED MOTION</b>	<b>PERSON SECONDED MOTION</b>
<b>APPROVE BY RESOLUTION MEMORANDUM OF AGREEMENT CHATTANOOGA AREA REGIONAL TRANSPORTATION AUTHORITY (CARTA)</b>	Mr. Blythe Bailey	Mr. Billy Cooper
<b>STAFF FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**ITEM #9: NOTICE OF NEW PUBLIC PARTICIPATION PLAN AND PROCESS****MS. KAREN RENNICH  
RPA STAFF**

<b>DISCUSSION</b>		
<p>Ms. Rennich said that the existing Participation Plan has been updated several times to maintain its effectiveness and address any legislation. TPO Staff will be working together to develop a new Participation Plan over the next several months, which will be a more effective document and one that works better to document the TPO process. Due to the required review period, preparing the Participation Plan will be a longer process than for some other documents.</p> <p>There were no questions or comments.</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>

**ITEM #10. OFFICIAL NOTICE OF SUPPLEMENTAL CALL FOR PROJECTS AND PROJECT SELECTION PROCESS FOR STP-M (M-230) AND TAP UNPROGRAMMED FUNDS (GA PORTION)****MS. BETSY EVANS  
RPA STAFF**

<b>DISCUSSION</b>		
<p>Ms. Betsy Evans said that this Georgia Supplemental Call for Projects opened on May 5, 2014 with approximately \$464,000 federal share STP-M (M230 in Georgia) available funds, and \$129,000 Transportation Alternatives (TAP) unprogrammed funds. The TPO Staff met with the Georgia Advisory Committee on April 29, 2014 to discuss the Call for Projects and discuss any materials needed in order to submit a project. The Georgia jurisdiction representatives were emailed the Call for Projects Survey Money link (application) on May 5, 2014, and the link was contained in the meeting packet.</p> <p>The original deadline for project submittal was May 27, 2014. However, since no projects were submitted, the deadline was extended to the COB on July 11, 2014, and three projects were then received from GDOT (price increase for two projects already in the TIP, and one project currently in the RTP to be added to the TIP).</p> <p>These three projects, along with any others received before the deadline, will be evaluated by the TPO Staff using the 2040 RTP Community to Region Performance Framework. The TPO Selection Committee will then use these scores to suggest project rankings prior to submittal by the TPO Staff to the TPO TCC to open for public comment and recommendation to approve to amend the project(s) into the 2014-2017 TIP, and then to the TPO Executive Board for approval.</p> <p>The contact information for Ms. Evans was contained in the meeting packet, and she requested that anyone with questions or comments contact her directly.</p> <p>There were no questions or comments.</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>

**ITEM #11. OFFICIAL NOTICE OF FTA 5310 TRANSIT PROGRAM  
CALL FOR PROJECTS & PROJECT SELECTION PROCESS**

**MS. JENNY PARK  
RPA STAFF**

<b>DISCUSSION</b>		
<p>Ms. Jenny Park said that the TPO is assisting CARTA with the FTA Section 5310 Transit Program Call for Projects (Enhanced Mobility of Seniors and Individuals with Disabilities). The kickoff for the Call for Projects was May 12, 2014 with an informational meeting at CARTA. The funds available for programming total \$1,261,000 (\$802,129 federal portion and the rest is the local match).</p> <p>Ms. Park outlined the funding priorities (implementation priorities) as established by the Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan), which was approved by the TPO Executive Board on April 15, 2014. She said that all of the projects being submitted for this Call for Projects must meet the needs of seniors, or people with low incomes or disabilities, and must meet one of the three funding (implementation) priorities as outlined in the Coordinated Plan. Ms. Park said that Capital and Operating projects are eligible (see meeting packet for details and eligibility criteria).</p> <p>CARTA is the designated recipient for Section 5310 funds and they are administering the Call for Projects in coordination with the TPO. CARTA is able to provide grants to eligible sub-recipients (state and local governments, private nonprofits, or operators of public transportation receiving a 5310 grant through designated recipient).</p> <p>Ms. Park said that the Call for Projects will close on Tuesday, June 24, 2014 (5:00 p.m. Eastern), and applications should be submitted through the Survey Monkey link provided in the meeting packet, with supplemental materials being emailed to <a href="mailto:TPO@Chattanooga.gov">TPO@Chattanooga.gov</a>, or mailed to Ms. Park (see meeting packet Staff Report for guidance).</p> <p>Ms. Park said that a mid-July TPO Selection Committee meeting will be held by the TPO Staff to review the submitted projects that have been vetted by CARTA and the TPO Staff to ensure that the projects submitted are eligible to apply, and all TPO Members will be invited to attend the meeting.</p> <p>See the meeting packet for an FTA link providing additional guidance, and a Fact Sheet was available on the handout table. There were no questions or comments.</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>

**ITEM #12. STAFF REPORTS**

**MS. KAREN RENNICH  
RPA STAFF**

<b>DISCUSSION</b>		
<p>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:</p> <ul style="list-style-type: none"> <li>• Notice of 2014-2017 TIP Adjustments/Modifications</li> <li>• Green Trips Program Update (PowerPoint)</li> <li>• Alabama DOT Air Quality Agreement</li> <li>• Grants and Grant Awards</li> <li>• 2014 CMAQ Awards Announcement</li> <li>• Conferences and Education Campaign</li> <li>• Navigating MAP-21 Workshop (July 10, 2014)</li> <li>• Calming Arterial Streets for Safer Walking and Cycling (June 18, 2014 @ DRC)</li> <li>• TDOT Project Status (April 11, 2014)</li> <li>• 2014 TPO TCC &amp; Executive Board Meeting Calendar</li> </ul> <p>Chairman Leamon introduced Mr. Zach Meredith, Green Trips Program Coordinator, to provide an update on the CMAQ Green Trips Program. Mr. Meredith thanked the TPO for the opportunity to provide and update, said that the program is tasked to reduce traffic congestion and improve air quality in the TPO Region. He said that an on-line based trip logging system (including a carpool application for users to find available carpools in their area) has been implemented to assist in achieving these goals.</p>		



In order to generate a conversation to create community multi-modal transportation, the Green Trips staff has reached out over the last several months to large and small employers, community organizations and the university. The Green Trips Staff has also established a social media presence, and advertised in newspapers, magazines and radio in order to develop the Green Trips brand recognition and messaging. The primary message is focused on providing choices in sustainable transportation by encouraging use of the elements of green transportation (Walking, Cycling, Carpooling, Transit and Telecommuting).

Outreach efforts have resulted in:

- o Positive growth within the online media participation - GreenTrips Members (305), Twitter Followers (109), Facebook Likes (437) – May 2014 vs. 240/60/218 respectively (September 2013).
- o Tremendous growth in the number of users visiting the website ([www.GreenTripsCHA.org](http://www.GreenTripsCHA.org)) – 5,561 Visits (May 2014) vs. 1,091 (September 2013) (Duration above national average – 2 vs. 1 Minute)
- o Uptick with Green Trips Newsletter subscription base (700 subscribers [May 2014] vs. 342 [September 2013] (Currently beating the national average Open Rate by 25% - 40% vs. 14.3%).

Main components of the Green Trips program include:

- o The Trip Logging application - provides the ability to users to earn points by updating their online commute calendar (incentives are based on the travel mode and linked to the online commute calendar).
- o RideShare application – provides users with the ability to instantly find carpool partners based on unique origin/destination/travel route/personal preferences, and can match those interested in finding buddies for walking, cycling or transit.

Data (June 2013 thru May 2014):

- o 261,502 miles have been logged by users (reducing drive-alone vehicle miles and a direct reduction of traffic congestion in the TPO Region).
- o 200,000 lbs. of Auto Emissions eliminated from the environment.
- o 10,000 Gallons of Gas Saved.
- o Savings of over \$50,525 for users (gas/oil).
- o 2.6 Million Calories burned (walking & cycling).
- o \$15,000 in incentives awarded to users and lasting relationships built with local vendors who are part of the Green Trips/RPA/TPO initiatives.

The Green Trips Staff is currently working on a Sustainable Transportation Guide, Best Practices guides for business to accommodate transportation modes, an educational telecommuting panel, and developing a partnership with the Public Library to develop a multi-modal knowledge kiosk to be displayed within the downtown branch.

Events (involving several partners) include the National Bike to Work Day, Bike to the Lookouts, Park(ing) Day, and the planning of upcoming events including additional Walking and Biking Convoys, a Multi-Modal Triathlon, and the GreenTrips – MoveRight Challenge (a major upcoming event during the months of August-October 2014). Community Partners include: Bike Walk Chattanooga, CARTA, Hamilton County Health Department, Main Street Bike Co-Op, Outdoor Chattanooga, Safe Routes to School National Partnership.

Currently, there are eleven Employer Partners including the Electric Power Board, Chattanooga Housing Authority, City of Chattanooga, Crabtree Farms, GreenSpaces, Hamilton County, Ivy Academy Chattanooga, Skuid, Tennessee Valley Authority, The River City Company, and Unum. Staff is working to expand the number of Employer Partners (and their workforce) in the program. The upcoming MoveRight Challenge event (August-October 2014) being hosted by Green Trips will be a multi-modal competition among Employer Partners offering the opportunity for participants to win additional incentives.

Mr. Meredith thanked everyone for the opportunity to make this Green Trips presentation and for supporting the Green Trips Program. He wished everyone safe travels, and encouraged everyone to utilize sustainable transportation whenever possible. There were no questions/comments regarding the program.

Ms. Jenny Park, RPA Staff, said that the TPO would be partnering with Bike Walk Chattanooga to host a free Navigating MAP-21 Workshop on July 10, 2014 (8:30 a.m. – 3:30 p.m. at GreenSpaces in Chattanooga) with breakfast and lunch being provided. The workshop will bring national experts on transportation policy to Chattanooga to explain to those who work in transportation (or who are advocating biking/walking) how to better utilize the available federal funds for biking/walking, and explain how the funding process works at the state and regional levels. Ms. Park said that additional information (including registration information) was available in the meeting packet Staff Report and on the handout table. The deadline for registration is July 2, 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 #13. PUBLIC COMMENTS AND OTHER ITEMS OF IMPORTANCE**

**MS. KAREN RENNICH  
RPA STAFF**

DISCUSSION		
<p>Ms. Karen Rennich said that Ms. Melissa Taylor wished to comment on “obligation.” Referencing a June 12, 2014 letter received by the TPO Staff from TDOT Commissioner John C. Schroer regarding the Solvency of the Federal Highway Trust Fund, Ms. Taylor said that anyone receiving federal funds through TDOT in contracts, obligating funds, or seeking reimbursement for obligated funds should have received a letter regarding the deficit of the Federal Highway Trust Fund. She said that it has been discussed in the past with the TPO Members that this letter was expected, and that the Federal Highway Trust Fund is expected to dry up before the end of July 2014 (or sooner).</p> <p>This has been accessed at the state level to determine whether or not they would have the money to cover their obligation authority (meaning that they can obligate funds in an advance way because funds continue to come down the pike). In this instance, they cannot (continue to obligate), since there are no available funds to come down the pike (there are none). Ms. Taylor said that, as she understands it, the states are assessing how much outside of that obligation authority they are actually going to be indebted or have a problem, and that this letter is seeking to say that there could be an issue.</p> <p>Ms. Taylor suggested that anyone who has already spent some money and is needing reimbursement for the invoices, go ahead and move forward with the request for reimbursement as quickly as possible. She said that the longer the wait in submitting the reimbursement request, the longer the possible delay in being reimbursed.</p> <p>Ms. Taylor said that she has focused on the Tennessee side of this matter since the referenced letter came from TDOT Commissioner Schroer, but that she assumes the same situation exists for Georgia. She inquired whether or not representatives for TDOT and GDOT wished to clarify her understanding or make further comment, and they did not. Ms. Rennich said that copies of the referenced June 12, 2014 letter were available at the meeting on the handout table.</p> <p>A reminder was given to everyone regarding the TDOT 25-Year Long-Range Transportation Plan Online Survey located on the web at <a href="http://www.tdot.state.tn.us/transportationplan/survey.shtml">www.tdot.state.tn.us/transportationplan/survey.shtml</a> - TDOT has previously invited TPO Members take the Online Survey and to circulate it to others.</p> <p>The next TPO Executive Board Meeting is August 19, 2014. The next TPO Technical Coordinating Committee (TCC) meeting is July 1, 2014.</p> <p>There being no further questions or comments, the meeting was adjourned.</p>		
CONCLUSIONS		
No Formal Action Required		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

Attachment: TDOT Commissioner John C. Schroer Letter dated June 12, 2014 (Solvency of the Federal Highway Trust Fund)

TPO EXECUTIVE BOARD MEETING

Role Call: June 17, 2014

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Governor                        | State of Tennessee                         |
| <input checked="" type="checkbox"/> Commissioner                    | Georgia Department of Transportation       |
| <input checked="" type="checkbox"/> Mayor                           | City of Chattanooga                        |
| <input type="checkbox"/> Elected Representative                     | Chattanooga City Council                   |
| <input checked="" type="checkbox"/> County Mayor                    | Hamilton County                            |
| <input checked="" type="checkbox"/> Elected Representative          | Hamilton County Commission                 |
| <input type="checkbox"/> Elected Official                           | North Georgia Legislative Delegation       |
| <input type="checkbox"/> Elected Official                           | Catoosa, Dade, Walker Counties, Georgia    |
| <input checked="" type="checkbox"/> Chairman of the Board           | Tennessee Legislative Delegation, Hamilton |
| <input checked="" type="checkbox"/> Chairman of the Board           | County, Tennessee                          |
| <input checked="" type="checkbox"/> Director                        | Chattanooga Area Regional Transportation   |
| <input type="checkbox"/> Elected Representative                     | Authority                                  |
| <input type="checkbox"/> Elected Representative                     | Chattanooga Metropolitan Airport Authority |
| <input type="checkbox"/> Elected Representative                     | Chattanooga-Hamilton Co. Air Pollution     |
| <input type="checkbox"/> Mayor/Commission Representative            | Control Bureau                             |
| <input checked="" type="checkbox"/> Mayor/Commission Representative | Dade County, Georgia Government            |
| <input checked="" type="checkbox"/> Mayor/Council Representative    | Walker County, Georgia Government          |
| <input checked="" type="checkbox"/> Mayor/Commission Representative | Catoosa County, Georgia Government         |
| <input type="checkbox"/> Mayor/Commission Representative            | Chickamauga, Georgia                       |
| <input type="checkbox"/> Mayor/Commission Representative            | Collegedale, Tennessee                     |
| <input checked="" type="checkbox"/> Mayor/Commission Representative | East Ridge, Tennessee                      |
| <input type="checkbox"/> Mayor/Commission Representative            | Fort Oglethorpe, Georgia                   |
| <input checked="" type="checkbox"/> Mayor/Commission Representative | Lakesite, Tennessee                        |
| <input type="checkbox"/> Mayor/Commission Representative            | Lookout Mountain, Georgia                  |
| <input checked="" type="checkbox"/> Mayor/Commission Representative | Lookout Mountain, Tennessee                |
| <input checked="" type="checkbox"/> Mayor/Commission Representative | Red Bank, Tennessee                        |
| <input 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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**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

**COMMISSIONER'S OFFICE**  
SUITE 700, JAMES K. POLK BUILDING  
505 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243-1402  
(615) 741-2848

**JOHN C. SCHROER**  
COMMISSIONER

**BILL HASLAM**  
GOVERNOR

June 12, 2014

Recipients of Federal Aid thru State Administered Federal Aid Programs

**RE: Solvency of the Federal Highway Trust Fund**

Dear Sir/Madam:

If your agency has partnered with the Tennessee Department of Transportation (TDOT) to implement a project that requires reimbursement of Federal funds, this letter is to notify you of the following potential action.

The Congressional Budget Office has projected that revenues in the Federal Highway Trust Fund will not meet current spending obligations as early as July of this year. The Secretary of Transportation, Anthony R. Foxx, has notified the department that unless Congress takes the necessary action to replenish the Highway Trust Fund, measures will be implemented at the federal level to delay reimbursements that are owed the state.

Because of this uncertainty, the department has begun evaluating our state cash balance forecast based on the scenario that federal-aid reimbursements will be reduced in late Federal Fiscal Year (FFY) 2014 and in early FFY 2015. Since federal reimbursements are initially paid to local agencies with state funds, then reimbursed to TDOT with federal funds, we feel it may be necessary to protect our cash reserve by also delaying reimbursement requests from local agencies in a manner that reflects the federal government policy, in accordance with the terms of the agreement between our agencies, Section C.1 Total Cost and Section D.5 Appropriations of Funds. As specific details are received from the Secretary of Transportation, they will be passed along to your agency.

We want you to be aware of this impending funding crisis and that we have been in contact with our Congressional and US Senate delegation urging them to stabilize the Highway Trust Fund. It is critical that both a short and mid-term funding solution be found for the nation's transportation system. Long term, the economic prosperity of our nation is tied directly to stable transportation investment.

June 12, 2014

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I understand the significance this potential financial action might have on your agency, so please prepare accordingly, but, on the other hand, at this time I do not believe this situation is critical enough to warrant termination of vendor contracts. Questions concerning this matter should be directed to Mr. Paul Degges, Deputy Commissioner and Chief Engineer, at (615) 741-0791 or by email at [Paul.Degges@tn.gov](mailto:Paul.Degges@tn.gov).

Sincerely,



John C. Schroer  
Commissioner

JCS/JM/jc

Cc: Mr. Paul Degges  
Mr. Joe Galbato  
Mr. Toks Omishakin

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