

**TPO Executive Board Minutes**  
**9:00 a.m., April 25, 2012**  
**Small Assembly Room**  
**City/County Building**  
**Knoxville, Tennessee**

The Knoxville Regional Transportation Planning Organization (TPO) Executive Board met on April 25 at 9:00 a.m. in the Small Assembly Room of the City/County Building, Knoxville, Tennessee. Mike Hammond, Chair of the Executive Board, presided. It was determined a quorum was present.

* Perrin Anderson	Sevier County, <i>for Larry Waters</i>
* Jim Hagerman	City of Knoxville, <i>for Mayor Madeline Rogero</i>
* Mike Hammond	Knox County Commission
* Dale Hurst	Lenoir City, <i>for Mayor Tony Aikens</i>
* Ralph McGill	Mayor, Town of Farragut
* Angie Midgett	Tennessee Department of Transportation (TDOT)
* Don Mull	Mayor, City of Alcoa
* Cindy Pionke	Knox County <i>for Mayor Tim Burchett</i>
* Eddie Simpson	Loudon County <i>for Mayor Estelle Herron</i>
* Tom Taylor	Mayor, City of Maryville
Jeff Welch	Director, Transportation Planning Organization (TPO)
Bryan Berry	Metropolitan Planning Commission Staff
Don Brown	ETDD
Doug Burton	Transportation Planning Organization Staff
Monica Austin Carroll	City of Oak Ridge
Mike Conger	Transportation Planning Organization Staff
Corbin Davis	Federal Highway Administration
Karen Estes	Knox County Community Action Committee (CAC)
Terry Gilhula	Metropolitan Planning Commission Staff
Alan Huff	Transportation Planning Organization Staff
John Hunter	City of Knoxville, Engineering
John Lamb	Blount County
Cindy McGinnis	Knoxville Area Transit (KAT)
Melissa Roberson	Knoxville Area Transit (KAT)
Anne Wallace	City of Knoxville
Ellen Zavisca	Transportation Planning Organization Staff

**1. Approval of February 22, 2012, minutes**

**Item Summary:** Approval of February 22, 2012, TPO Executive Board Minutes.  
**Attachment #1 – February 22, 2012**

**Action:** A Motion was made by Don Mull (City of Alcoa) and seconded by Tom Taylor (City of Maryville) to approve the February 22, 2012 Minutes. The Motion passed unanimously.

**2. Motion to Approve a Resolution to Amend the 2011-2014 Transportation Improvement Program (TIP).**

**Item Summary:** The following Amendments to the TIP were requested by our state or local governments and the Technical Committee recommends approval.

**Attachment #2a – Resolution.**

- a. Add TIP Project 2011-084 (Halls Connector). Add this project to reconfigure intersections and add southbound thru lane on Norris Freeway from Emory Road to Maynardville Highway. Add local funding for FY2012 in the amount of \$648,000 for PE-D, \$100,000 for PE-N, and \$75,000 for ROW for a total amount of \$823,000. Note: A source of construction funds has not yet been identified although the project is eligible for a number of sources of funds since it involves state routes. This amendment requires a Short Conformity Report due to it being an air quality non-exempt project.

**Attachment #2b – TIP Project 2011-084 and Short Conformity Report**

- a. Amend TIP Project 2011-200 (KAT Section 5307 Transit Funds). Amend the project by shifting the remainder of FY 2011 (Section 5307) funds in the amount of \$380,563 total (\$304,451 federal, \$38,056 state, and \$38,056 local) and FY2012 (Section 5307) funds in the amount of \$3,024,275 total (\$2,419,419 federal, \$302,428 state, and \$302,428 local) for a combined total of \$3,404,838 (\$2,723,870 federal, \$340,484 state, and \$340,484 local) to current TIP projects: 2011-224 (Acquire support equipment), 2011-225 (Preventative maintenance), 2011-226 (Non-fixed route ADA paratransit) and 2011-227 (Purchase of bus shelters). The total project cost is amended from \$19,574,512 to \$16,169,674.

**Attachment #2c – TIP Project 2011-200**

- b. Amend TIP Project 2011-224 (Acquire support equipment). Amend the project by adding FY2012 Section 5307 funding from project 2011-200 (KAT Section 5307 Transit Funds) in the amount of \$30,243 total (\$24,195 federal, \$3,024 state, and \$3,024 local). Increase the total project cost from \$76,000 to \$106,243.

**Attachment #2d – TIP Project 2011-224**

- c. Amend TIP Project 2011-225 (Preventative maintenance). Amend the project by adding FY2012 Section 5307 funding from project 2011-200 (KAT Section 5307 Transit Funds) in the amount of \$3,041,925 total (\$2,433,539 federal, \$304,193 state, and \$304,193 local). Increase the total project cost from \$3,697,370 to \$6,739,295.

**Attachment #2e – TIP Project 2011-225**

- d. Amend TIP Project 2011-226 (Non-fixed route ADA paratransit). Amend the project by adding FY2012 Section 5307 funding from project 2011-200 (KAT Section 5307 Transit Funds) in the amount of \$302,427 total (\$241,941 federal, \$30,243 state, and \$30,243 local). Increase the total project cost from \$602,897 to \$905,324.

**Attachment #2f – TIP Project 2011-226**

- e. Amend TIP Project 2011-227 (Purchase bus shelters). Amend the project by adding FY2012 Section 5307 funding from project 2011-200 (KAT Section 5307 Transit Funds) in the amount of \$30,243 total (\$24,195 federal, \$3,024 state, and \$3,024 local). Increase the total project cost from \$50,000 to \$80,243.

**Attachment #2g – TIP Project 2011-227**

**Discussion:** Bryan Berry (TPO) reviewed each of the 6 items that have been recommended for approval by the TPO Technical Committee.

**Action:** A Motion was made by Cindy Pionke (Knox County) and seconded by Dale Hurst (Lenoir City) to approve the Resolution to Amend the 2011-2014 Transportation Improvement Program (TIP). The Motion carried unanimously.

**3. Motion to Approve a Resolution to Adopt the TPO Outreach Plan**

**Item Summary:** The Outreach Plan is a core TPO document, required by Federal Regulations, which requires TPO staff to review and update the Plan every four years. The Draft must be released

for a 45-day public review period prior to adoption. The draft plan was released for public review on March 9, 2012. The 45-day public review period ended on April 23, 2012. No major comments have been received since released to the public. The Technical Committee recommends approval.

**Attachment #3a - Resolution**

**Attachment #3b - Summary of Changes to Outreach Plan**

**Discussion:** Alan Huff (TPO) stated that Attachment #3 denotes changes from the currently adopted Plan. Based on comments from the Federal Highway Administration, the TPO has added language about readability and evaluating the TPO's Outreach efforts. Using the Plan as a reasonable minimum TPO staff has been experimenting with activities such as PlanET, the Bicycle Program, and Smart Trips as ways to demonstrate exceeding the Plan minimums. Prior to releasing the document for public comment during the 45-day period, TPO received comments from members of the Technical Committee. Once released there were no comments received from the public.

**Action: A Motion was made by Perrin Anderson (Sevier County) and seconded by Don Mull (City of Alcoa) to approve the Resolution to Adopt the TPO Outreach Plan. The Motion carried unanimously.**

**4. Discussion of Federal Certification Findings of the Knoxville Regional TPO**

**Item Summary:** Every four years the Federal Highway Administration and Federal Transit Administration and the Environmental Protection Agency conduct a certification review of the Knoxville TPO planning process. The results of the February 2012 review will be presented.

**Attachment #4a – 2012 Certification Letter**

**Attachment #4b - Summary of 2012 Certification Review Report**

**Discussion:** Jeff Welch (TPO) noted that the Certification Review process also involves the Tennessee Department of Transportation. He further noted the review involves determining whether TPO's processes conform to federal regulations and guidelines and also determines whether the TPO engages the public in the planning process. Corbin Davis, Planning and Air Quality Specialist with the Federal Highway Administration, noted that the federal Certification Review occurred with the Knoxville Regional TPO February 13<sup>th</sup> through February 15<sup>th</sup> 2012. Mr. Davis noted there are 3 components to the review process. The first involves a desk review of TPO's planning products. Secondly, there is an onsite review which included a public meeting where participants were invited to give their perception of TPO's planning process. TPO staff also presented an overview of current projects at this meeting. The review continued with meetings with TPO staff. The final product consists of a federal Certification Letter and Report. The Certification Letter, generated on April 9<sup>th</sup> 2012, certifies the Knoxville Regional Transportation Planning Organization's planning process, and allows the TPO to receive federal funding for the next 4 years. Mr. Davis noted there were no corrective actions identified and further stated that this was the second consecutive review where there were none, which Mr. Davis said was reflective of the TPO's planning process. He stated the TPO's process meets all of the requirements of SAFETEA-LU, the Clean Air Act and other federal requirements. Several accommodations are listed in the report as well as a few recommendations for the TPO to consider to further bolster their overall planning process.

**5. Discussion of the Bylaws for the Executive Board to include Oak Ridge as voting member of the TPO**

**Item Summary:** Metropolitan Planning Area expansion to include Oak Ridge was approved by the Governor. This can lead the way to approve the addition of a Representative from Oak Ridge to becoming a member of both the Technical Committee and Executive Board. Draft Bylaws for the Executive Board are included for discussion purposes only. The final vote on the draft bylaws will occur at the next Executive Board meeting.

**Attachment #5a - Approval Letter from Governor Haslam**  
**Attachment #5b - Draft Executive Board Bylaws**

**Discussion:** Jeff Welch (TPO) reviewed that last December the Executive Board approved a Motion to expand the MPA to include the City of Oak Ridge and this was subsequently submitted to the Tennessee Department of Transportation and Governor Haslam for their review and consideration. Mr. Welch then referenced a letter, **Attachment #5a**, from Governor Haslam dated March 14, 2012, approving, and further commending the expansion of the MPA to include Oak Ridge. Mr. Welch also noted that the Federal Highway Administration concurs with this approval. He stated the next step is amending the Bylaws to include Oak Ridge representation at the Technical Committee and Executive Board levels. TPO staff will subsequently bring recommended changes to the by-laws to both the Technical Committee and the Executive Board for consideration. The next item for consideration will be to analyze the changes to the urbanized area which was recently released by the U.S. Census. One possible outcome is further expansion of the TPO to include representation of jurisdictions newly incorporated into the urbanized area.

**6. Discussion of new Urbanized Area Boundaries for the Knoxville Area**

**Item Summary:** The U.S. Census Bureau released the Urbanized Area Boundaries and population estimates for the 2010 Census. Staff will review the changes and implications of the new boundaries.

**Attachment #6a - Knoxville Urbanized Area 2010** is a map depicting the 2010 Knoxville Urbanized Area and Urban Clusters throughout the Knoxville Metropolitan Statistical Area.

**Attachment #6b - Knoxville Urbanized Area 2000 and 2010** is a map with both 2000 and 2010 Knoxville Urbanized Areas revealing areas added and lost.

**Attachment #6c - Urbanized Area Boundaries 2010** highlights some of the major findings and important topics regarding changes in the Knoxville Urbanized Area boundaries.

**Attachment #6d - Statistics for Urbanized Areas in Tennessee** comparing 2000 and 2010 population.

**Link #1 – 2010 Census Urban Area Thematic Maps:**

[http://www.census.gov/geo/www/maps/2010\\_census\\_UA\\_maps/US\\_UAUC\\_2010.html](http://www.census.gov/geo/www/maps/2010_census_UA_maps/US_UAUC_2010.html)

**Link #2 – 2010 Census Urban and Rural Classification and Urban Area Criteria:**

<http://www.census.gov/geo/www/ua/2010urbanruralclass.html>

**Discussion:** Jeff Welch (TPO) stated that at the end of March 2012, the US Census Bureau released the new urbanized area boundaries for the country. Mr. Welch noted that there has been expansion as well as shrinkage in the urbanized areas. He reviewed areas where some shrinkage has been identified by the census bureau and although they were considered urbanized in 2000 they are not considered urbanized as reflected in the 2010 maps. Mr. Welch noted areas that are now considered to be urbanized which include expansion into Anderson County with the Cities of Clinton, Oak Ridge, and Oliver Springs, and south into Loudon County in the Tellico Village area and the City of Loudon. Further expansion is noted in Blount County around portions of Maryville and Alcoa, as well as towards Townsend and south of Friendsville. In Sevier County, Mr. Welch noted expansion has occurred in Seymour towards Sevierville up to the Sevierville city limits. These purple areas on the colored maps are the minimum areas that require transportation planning by the TPO. TPO staff will be looking at amending the Bylaws to include these additional jurisdictions. Mr. Welch noted that there is currently representation on the Executive Board from Sevier and Loudon Counties as well as from Lenoir City. Consideration needs to be given to the fact that the Board does not currently have representation from Anderson County, nor the Cities of Oak Ridge, Clinton, and possibly Oliver Springs. Mr. Welch noted there will be significant outreach effort by TPO staff into these jurisdictions. He further noted we have one year to adopt these new areas. Mr. Welch briefly reviewed specific numbers released by the Census Bureau. The population in the Knoxville (UZA) increased from 419,830 in 2000 to 558,696 in 2010, a 33 percent increase. The size of the Knoxville

area has increased by approximately 100 square miles. This is similar to the increases in the previous 10-year expansion.

## 7. Regional Mobility Plan Updates

**Item Summary:** Staff continues to move forward with efforts to update the Regional Mobility Plan. In an effort to keep the Executive Board and the Technical Committee up-to-date on this fast-paced process, staff has included with this packet the Principles and Strategies (Attachment #7a) that have been updated to include HUD Livability Principles and a list of the current Projects in the Mobility Plan (Attachment #7b) for review and comment.

**Attachment #7a – Updated Draft of Principles and Strategies**

**Attachment #7b – List of Current Priority Projects in Mobility Plan**

**Discussion:** Alan Huff (TPO) discussed the Principles, Strategies, and Planning Factors, Attachment #7a. He noted that in keeping with the PlanET efforts, the current document now included both the SAFETEA-LU Planning Factors and the and HUD Livability Principles and that they were listed as appropriate in conjunction with the Mobility Principles. Mike Conger (TPO) discussed the document entitled *Population and Employment Projections For 2013 Knoxville Regional Mobility Plan Update* handed out at the beginning of the Board meeting. Mr. Conger stated that these projections were obtained by our consultants who are assisting TPO staff with updating the Travel Demand Model. These forecasts stem from methodology developed by the consultants. The one exception is Blount County whose Planning Commission had already endorsed population and employment forecasts developed independently of our consultants and this document reflects their numbers. Mr. Conger further noted that the projections contained in the document were endorsed by the TPO Technical Committee at their March 2012 meeting.

**A motion was made by Jim Hagerman (City of Knoxville) and seconded by Don Mull (City of Alcoa) to endorse the Population and Employment Projections for the Knoxville Regional Mobility Plan Update. The Motion carried unanimously.**

**Further Discussion:** Mr. Conger (TPO) pointed out Attachment #7b, which reflects the 2009-2034 Knoxville Regional Mobility Plan Project List, also broken out by jurisdiction, and which represents a list of the current roadway projects. He noted that a major component in updating the Long Range Mobility Plan will be to develop an updated project list not only with regards to the roadway side but also to include projects involving other modes of transit such as bicycle/pedestrian. TPO staff will be working on this process with the Technical Committee. Part of the process will include the development of a project application form. Each jurisdiction will be asked to submit their projects on this application form which will include information directly pertaining to purpose and need for each project which will better link them to the planning processes necessary to get them completed. Board members were asked to review the list for their respective jurisdictions and get back to TPO staff with any questions or changes.

## 8. Review of TDOT's 3-Year Program of Projects

**Item Summary:** The Governor and TDOT released the three year program of transportation projects for the state of Tennessee. The time period covered is FY 2013-FY 2015 and covers most modes of transportation.

**Attachment #8a – TPO Area Projects found in TDOT's 3-Year Program of Projects**

**Attachment #8b – Map of TPO Area Projects found in TDOT's 3-Year Program of Projects**

**Attachment #8c – Comparison of TDOT's 3-Year Program of Projects to TPO'S TIP**

**Discussion:** Jeff Welch (TPO) discussed the statewide list that is released annually by the Governor's office, state legislature and TDOT that shows the 3 year program of transportation projects, released earlier this month. Mr. Welch referenced the attached summaries of the programs

which show, among others, the projects in Knox, Loudon, Blount, Sevier, and Anderson Counties and discussed some specific projects in each of those counties. Mr. Welch noted that some projects are taking a long time to move forward due to the complexity of their implementation. He further referenced Attachment #8c which denotes the comparison of TDOT's 3 year program to the TPO's current TIP.

**9. Review of Surface Transportation Program (STP) funds available to the Knoxville TPO**

**Item Summary:** The TPO receives approximately \$8 Million of federal STP funds annually. As of April 10, 2012, there is a balance of approximately \$39 million for our urban area. The TPO has programmed projects in the TIP over the next 3 years to help spend down the balance. However projects are taking a long time to move forward to the ROW and construction phases where big money is obligated. FHWA and TDOT are very concerned about the high balance that we and other TPO's across the state are carrying and are strongly encouraging that these STP funds be obligated quickly. Large balances could be subject to rescissions by the Federal government.

**Attachment #9 - Summary of Local STP Programmed funds FY 2011-2014 for the TPO.**

**Discussion:** Jeff Welch (TPO) discussed a summary of local STP Programmed Funds (Attachment #9). This summary provides a review of the Surface Transportation Program funds that are sub-allocates from TDOT to urbanized areas with populations over 50,000 throughout the state. Mr. Welch stated the TPO is spending on par with its annual allocation of 8 million dollars (which includes at least obligating these dollars) but that is not spending down the overall balance. Large projects currently programmed into the TIP would spend this balance down but they need to be moved forward. Commissioner Schroer and Paul Degges (TDOT) and TPO staff have expressed concern over the large balances throughout the entire state, approximately 175 million dollars that are not being obligated. Congress is looking at this balance and questioning why it is sitting there. Congress may ask that future projects be funded with more local and fewer federal dollars. Mr. Welch, citing that spending federal dollars can be a difficult process with many hoops to jump through, again stressed that we need to find ways to move projects along as quickly as possible. He noted that if all projects programmed could be moved forward we could spend the balance down to approximately 7 million by FY 2014.

Angie Midgett (TDOT) reiterated that any unobligated funds are always vulnerable to rescission. Ms. Midgett stressed moving projects along and offered TDOT's assistance in expediting any parts of the process. Ms. Midgett also noted that if jurisdictions have projects that appear to be stalled or they have not heard anything back from TDOT to contact them. Jeff Welch (TPO) noted that for smaller projects, it has typically been better to spend local rather than federal dollars as they can be done less expensively. Dale Hurst (Lenoir City) noted they have both federally and locally managed projects and asked if there was any discussion at TDOT about reviewing the criteria which distinguish locally managed projects versus TDOT managed projects. Ms. Midgett responded that the local programs manual has been updated fairly recently and TDOT is working to make the process as simple as possible within the federal guidelines. TDOT will soon have a list of current programmed projects and where they are in the process in an effort to assist jurisdictions in identifying where obligated dollars are and are not being spent. This list will be available for the next Board meeting.

**10. Update on PlanET Process and Upcoming Meetings**

**Item Summary:** The second round of regional forums is being held this week (April 23<sup>rd</sup> – April 28<sup>th</sup>). Six community forums will be held throughout the region. A Regional Leadership forum was held on April 19<sup>th</sup>. A telephone survey of 2,000 residents was conducted between February 8, 2012 and March 28, 2012. The purpose of the survey was to measure attitudes and opinions about problems facing the region and priorities for future growth. More information about these and other PlanET activities can be found on the PlanET website, [www.planeasttn.org](http://www.planeasttn.org).

**Attachment #10 - Summary of PlanET Telephone Survey.**

**Discussion:** Jeff Welch (TPO) discussed the PlanET Livability Report Card and pointed out that it is a great overview of the region as a whole. This document reflects how we as a region compare to other regions nationally and it can be used as a communication tool with staff and constituents. Mr. Welch noted that the document points out where we are today and where we would likely be in the future. It also identifies some of the challenges as well as where we are doing well. Mr. Welch stated that this involved quite a bit of community input and that TPO staff is currently awaiting final results of a survey done by the University of Tennessee which surveyed 400 residents in each of the 5 counties in the PlanET region. Preliminary results indicate the number one issue across all 5 counties is the lack of good paying jobs. Referencing the ongoing second round of forums being held in Union, Blount, Knox, Loudon, and Anderson counties, he noted that the meetings have been somewhat fouled by members of the public that perceive a linkage between Agenda 21 and PlanET. The protestors are trying to dominate the forums and appear to be fearful of PlanET and any planning in general. Mr. Welch stated our communities are all interdependent and we need to do whatever we can to encourage diversity in input as we work to bring local communities to a dialogue.

#### 11. Bike Month and Commuter Challenge

Action       Possible Action       Discussion       Information

**Presenter:** TPO Staff

**Item Summary:** National Bike Month is in May and the TPO Bicycle Program has many local events, classes, and rides listed on the TPO website, [www.knoxtrans.org](http://www.knoxtrans.org). The second annual “I Bike KNX” Festival and the 12<sup>th</sup> annual Neighborhood Bike Ride are both Sunday, May 6<sup>th</sup> at Market Square. Smart Trips is holding the annual Commuter Challenge in June and July, with a fun kickoff at First Friday on June 1st in downtown Knoxville.

**Discussion:** Jeff Welch (TPO) encouraged everyone to attend the Bike Month activities listed and noted there was a complete list on the website.

#### 12. Other Business

**Federal Legislation Update:** Jeff Welch (TPO) noted that on March 31, Congress and the President signed a 90-day extension for the Federal Surface Transportation legislation. There is discussion of passing another 90-day extension to allow further opportunities to develop a long term transportation bill.

**TDOT Update:** The upcoming TDOT bus tour throughout east Tennessee will begin sometime in August. The Commissioner will meet with local elected officials and community members to discuss projects in their communities. They will be in east Tennessee in the fall.

Mike Hammond (Knox County Commission) noted that he had received a letter from the Knox County Rail Committee inquiring about a proposal for rail service between Memphis and Harrisburg, and he will request that Jeff Welch (TPO) respond.

Technical Committee Meeting, Tuesday, May 8, at 9 a.m. in the Small Assembly Room of the City County Building

Executive Board Meeting, Wednesday, May 23, at 9 a.m. in the Small Assembly Room of the City County Building

#### 13. Public comment

Members of the public may address the Executive Board with a five-minute time limitation for each person.

#### 14. Adjournment