

TPO Executive Board Minutes
9:00 a.m., February 22, 2012
Small Assembly Room
City/County Building
Knoxville, Tennessee

The Knoxville Regional Transportation Planning Organization (TPO) Executive Board met on February 22 at 9:00 a.m. in the Small Assembly Room of the City/County Building, Knoxville, Tennessee. Ralph McGill, Vice-Chair of the Executive Board, presided. It was determined a quorum was present.

* Ralph McGill	Mayor, Town of Farragut
* Deborah Fleming	Tennessee Department of Transportation (TDOT), <i>for Angie Midgett</i>
* Don Mull	Mayor, City of Alcoa
* Cindy Pionke	Knox County <i>for Mayor Tim Burchett</i>
* Jim Hagerman	City of Knoxville, <i>for Mayor Madeline Rogero</i>
* Ed Shouse	East Tennessee Development District (ETDD)
* Eddie Simpson	Loudon County <i>for Mayor Estelle Herron</i>
* Tom Taylor	Mayor, City of Maryville
Jeff Welch	Director, Transportation Planning Organization (TPO)
Nathan Benditz	Transportation Planning Organization Staff
Doug Burton	Transportation Planning Organization Staff
Mike Conger	Transportation Planning Organization Staff
Karen Estes	Knox County Community Action Committee (CAC)
Alan Huff	Transportation Planning Organization Staff
John Hunter	City of Knoxville, Engineering
Melissa Roberson	Knoxville Area Transit (KAT)
Cindy McGinnis	Knoxville Area Transit (KAT)
Ellen Zavisca	Transportation Planning Organization Staff

Vice-Chair Ralph McGill (City of Farragut) noted he would be filling in for Mike Hammond, Chair, who was unable to attend. The meeting was called to order and it was determined there was a quorum.

1. Approval of December 21, 2011, minutes

Item Summary: Approval of December 21, 2011, TPO Executive Board minutes.
Attachment #1

Action: A motion was made by Tom Taylor (City of Maryville) and seconded by Don Mull (City of Alcoa) to approve the December 21, 2011 minutes. The motion carried unanimously.

2. Approval of a Motion to Amend the 2011-2014 Transportation Improvement Program (TIP)

Item Summary: The following Amendment to the TIP was requested by our state or local governments and staff recommends approval.

- a. Amend TIP Project 2011-215 (Smart Trips Program). Amend the project by increasing FY 2013 funding (CMAQ) from \$60,600 (\$50,600 federal and \$10,000 local) by adding \$245,200 and removing the \$10,000 local match for \$295,800 total. Add FY2014 funding (CMAQ) in the

amount of \$162,000 total. The local match provided by Knox County was discontinued after FY2012 due to county budget cuts and therefore removed from FY2013. Smart Trips will seek private funds as the local match (not required) through relationships with participating employers. Note - funds (CMAQ) of \$152,000 total are available in FY2015, which is outside the years of the current TIP. **Attachment #2a**

Jeff Welch (TPO) explained the movement of funds from one year to the next and acquisition of dollars to expand the Smart Trips program. Jeff stated that TPO staff and the TPO Technical Committee recommend approval.

Action: A motion was made by Don Mull (City of Alcoa) and seconded by Tom Taylor (City of Maryville) to approve the Resolution to Amend to the 2011-2014 Transportation Improvement Program (TIP).

Discussion: Ed Shouse (ETDD) inquired as to whether or not this was a right of way acquisition. Jeff Welch (TPO) indicated that it was not a right of way acquisition. Jeff Welch further noted this included a more aggressive expansion of our Ride Sharing Program and outreach in Anderson, Blount and Loudon counties.

The motion carried unanimously.

3. Overview of Long Range Mobility Plan Update- Timeline

Item Summary: Staff will review the proposed timeline for completion of the Long Range Mobility Plan update and other major projects that will occur over the next 12 to 18 months.

Attachment #3 – Timeline

Alan Huff (TPO) explained that the objective of the Timeline Overview was to put everything involved in the Regional Mobility Plan Update into perspective. The Timeline includes other major current activities going on at the same time including PlanET. It basically includes all the activities included in the Timeline and their general timelines, and how those correspond to the Model Update and Air Quality Conformity of the Outreach Plan. We have also indicated, particularly over the next few months, when the TPO Technical Committee will be reviewing these items. Mr. Huff noted that they will be updating the Executive Board throughout the process.

Mr. Huff reviewed the specifics of the Timeline chart's "bars". The first bar denotes the initial draft completion and when the extended public comment period starts. The comment period will be longer than required because it occurs around the holiday season. The second bar indicates when the final draft will be available which will reflect any comments made during the public comment period. The third bar indicates the final approval of the Mobility Plan on June 13, 2013 as this is the deadline that must be met.

Jeff Welch (TPO) stated that this is a fairly aggressive schedule. The Timeline does indicate a number of other key work products that are important pieces to the overall puzzle. Unfortunately, the Mobility Plan Timeline does not coincide with the PlanET process. While in a perfect world both projects would be done together, because there are very specific federal guidelines and mandates the Mobility Plan must be completed sooner than PlanET. However, the TPO will be revisiting and amending the Mobility Plan after the PlanET project is complete.

4. Overview Socioeconomic Data Projections for the Mobility Plan Update

Item Summary: A presentation on the draft Socio-economic projections for the Mobility Plan update will be provided by TPO staff.

Mike Conger (TPO) briefed the Executive Board on the socioeconomic data projections for the Mobility Plan update by referencing a handout distributed at the meeting. Mr. Conger identified that the TPO has a consulting firm, Bernardin, Lochmueller & Associates, Inc. that is preparing updates for the TPO's Travel Demand Forecasting Model. The consultants have also been retained to prepare forecasts for population and employment out to year 2040. A representative from that firm presented draft projections to the TPO Technical Committee last week and reviewed in detail the methodology they used for their population and employment projections.

This information is used as a first step to updating the Regional Long Range Mobility Plan. Forecasts for future population and employment need to be developed so we can come to a consensus on how we think the region is projected to grow.

The consultant used a standard technique known as the Cohort Survival, Labor Force Linkage Method that focuses on population and three components of population change: births, deaths, and net migration. Net migration is more difficult to predict and the assumption on migration is based on the demand for additional labor force in the region and the demand for employment driving migration to the area.

These forecasts are for a very large area which cover the 10 counties included in the Travel Demand Model, thereby covering all of the air quality non attainment area necessary for the required transportation conformity.

Each county is summarized in the tables, focusing again on population, from 1970 out to 2040. Our consultant compared these against other sources of projection data. The primary one was the University of Tennessee Center for Business and Economic Research (CBER) who prepare statewide projections by county. CBER released new estimates last month. In general, our consultant is forecasting a higher population growth than CBER. As indicated in the handout, in the five county Metropolitan Statistical Area (MSA), between now and 2040, CBER projects the population growing to about 900,000 persons whereas the TPO consultant's projections show a growth of roughly 1 million persons. That reflects a 29 percent growth verses a 46 percent growth. The CBER projections appear to have given stronger weight to the recent economic downturn as where the TPO consultant's projections reflect more of a growth trend representing the average rate of growth experienced over the previous 40-year period, discounting the high-and-low extremes.

TPO staff are working through these numbers with the Technical Committee in more detail to review which numbers make the most sense for our area. We also have the PlanET process going on and want to be consistent in using the same forecasts for both long range planning efforts.

Jeff Welch (TPO) noted the slides were available in a Power Point presentation and it can be put in a format to email out if requested.

Ed Shouse (ETDD) asked if the above-mentioned projections were for the five county area only: Knox, Anderson, Union, Blount and Loudon. Mike Conger (TPO) stated that that was correct.

Ralph McGill (City of Farragut) asked if any these projections had ever been revisited to see how accurate they were. Mike Conger (TPO) indicated that TPO had not looked into that specifically although forecasts had to be continually revised based on current information. Mr. Conger further noted that Woods and Poole forecasts had been significantly revised to a lower number comparing their most recent forecasts to ones made a couple years ago before the recession. It was discussed that the projections were necessarily based on several assumptions and that anything beyond a 10 year forecast is very difficult to project since any number of unforeseen events could occur.

Jeff Welch (TPO) took this opportunity to note that Jim Hagerman is the new City Engineer for the City of Knoxville and would be representing Mayor Madeline Rogero (City of Knoxville) when she is unavailable and that Eddie Simpson, Superintendent of Highways for Loudon County would be representing Mayor Estelle Herron (Loudon County).

5. Overview of TPO Draft Outreach Plan

Item Summary: The Outreach Plan is a core TPO document, required by Federal Regulations, which require 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.

Attachment #4 - Summary of Major Changes

Alan Huff (TPO) noted the Agenda item (Attachment #4) which summarizes the major changes in the draft of the TPO Outreach Plan (the document handed out at this time). The Plan was renamed to reflect a more active process in reaching out to the public verses waiting for them to participate and to include more information on the TPO itself for the public. There is also an added focus area to make the document itself more user friendly through more succinct documents and use of executive summaries. Additionally, introducing the plan as establishing a reasonable minimum and that creates an environment that promotes the development of best practices, highlighting where TPO outreach goes beyond the minimum such as the activities of the Bicycle Program, Smart Trips, and PlanET, and how we can look to these as examples to better our overall outreach efforts. Previously the Plan was evaluated every four years via a survey. TPO is looking to establish an evaluation process that is more ongoing. The Plan now also includes added federal guidance.

TPO is looking to release the Draft Plan for public comment on March 9, allowing for the 45-day comment period. They will then come back to the Board with a document that can be acted on at the April 2012 Board meeting. This also ties into the Regional Mobility Plan which is a part of the Timeline reviewed earlier.

Alan Huff (TPO) noted that the Outreach Plan and its subsequent notifications were a federal requirement.

6. TPO Certification Review

Item Summary: Every four years the Federal Highway Administration and Federal Transit Administration conduct a certification review of the Knoxville TPO planning process. The last review was conducted in the spring of 2008. A public meeting was held on Monday, February 13, 2012 at the KAT Knoxville Station to gather any public input on the planning process for the TPO.

Jeff Welch (TPO) discussed the recent certification review by our partners at the federal level, the Federal Highway Administration, the Federal Transit Administration, and the Environmental Protection Agency. They conduct a review every 4 years of the TPO, TDOT, and the major transit providers (KAT, Knox County CAC Transit, & ETHRA). Prior to the certification review meeting the

evaluating agencies conducted a desk audit of the TPO's major work products. The review was kicked-off with a public meeting. Then, for the next day-and-a-half the federal team met with the TPO staff, TDOT, and the transit agencies to conduct the review. Lastly, at the end of the meeting the federal team discussed their preliminary findings. The federal certification team did meet with the TPO Technical Committee while they were here last week. They will return in April to issue their final report about our planning process to the Executive Board. At the preliminary findings review meeting, they indicated that the TPO was in compliance, that there were no corrective actions and that TPO would continue to be certified to utilize federal funds in this area for the next four years. They also indicated five or six commendations for things that the TPO was doing very well such as regional leadership on air quality issues, PlanET, working with the Lakeway TPO and the area health departments, bicycle planning and programming, the TPO flexing STP dollars to transit projects, and our robust Travel Demand Forecasting Model. Some things where they would like to see improvement in are: targeting more outreach efforts to our stakeholders such as freight as we have a lot of trucking activity in this area, looking at how we could better address climate change in the Long Range Mobility Plan Update, and consideration of possible having a transit representative on the TPO Executive Board. They will prepare their report and present it at the April Board meeting. Overall Jeff noted it was a good certification review.

Ed Shouse (ETDD) asked for clarification of the Flex program Jeff Welch (TPO) referenced. Jeff explained that the TPO receives Surface Transportation Program funds which reflect \$7-8 million dollars that the TPO Executive Board can decide how to spend on local projects. The dollars can be "flexed" from the highway to the transit side, for example. These funds can be used to purchase transit vehicles and fill funding gaps as well, spending down their balances. The federal government encourages the use of this provision however very few areas do this.

7. Other Business

TDOT Update

Jeff Welch (TPO) stated that TDOT released a new Road Clearance Policy last week which outlines new guidelines for better cooperation between getting equipment and response vehicles to a roadside incident and subsequently being able to open a road within 90 minutes of any incident.

Jeff Welch (TPO) gave a brief update on the PlanET process. The first round of Forums was held in November of 2011. A summary of the results and public comments from the Forums is on the PlanET website along with a Draft Existing Conditions Memorandum (February 2012), which includes transportation and infrastructure. Five working groups have now been created. It is a goal that these working groups will total between 40-70 people. The first working group, called the Transportation and Infrastructure group met yesterday. They had about 25 people in attendance. Other working groups that are meeting today include: Economy and Workforce, Healthy Communities, Housing and Neighborhoods, and Environment. They will meet 5 times over next 12-18 months and they are open to the public. TPO is looking for a dialogue; what are the issues, how do we prioritize those from a regional and county perspective, how do we respond to them and basically to develop an action plan to address the issues that are prioritized. The working groups help to "ground truth" what we hear in public meetings. Additionally TPO is having about 30-35 stakeholder meetings that started 3 weeks ago and will end in mid to late April.

The second big series of community forums will occur the week of April 23rd where there will be another set of 5 community forums, one in each of the counties, to engage the public on what we have heard.

Finally, through the University of Tennessee, 400 individuals in each county are being interviewed via telephone. This will be a statistically valid scientific survey. Each individual is being asked a series of questions about the challenges and opportunities from a regional perspective and also within each county. For persons without landlines they are offering an online survey. This is a huge effort to validate what we are hearing so we know what the community wants. This will assist TPO in determining how, as a community, we want to proceed. This is a community driven process.

Upcoming Meetings:

Technical Committee Meeting, Tuesday, March 13, at 9 a.m. in the Small Assembly Room of the City County Building

Executive Board Meeting, Wednesday, April 25, at 9 a.m. in the Small Assembly Room of the City County Building

10. Public comment

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

11. Adjournment: There was no additional business and the meeting was adjourned.