

**TPO Technical Committee Minutes**  
**April 14, 2015**  
**9:00 a.m.**  
**Small Assembly Room**  
**City/County Building**  
**Knoxville, TN**

The Knoxville Regional Transportation Planning Organization (TPO) Technical Committee met on April 14, 2015, at 9:00 a.m. in the Small Assembly Room of the City/County Building in Knoxville, TN. Chair Cindy Pionke presided and called the meeting to order. It was determined that there was a quorum. Committee members were asked to introduce themselves.

*Kathryn Baldwin	City of Oak Ridge
*Don Brown	ETDD, <i>for Terry Bobrowski</i>
*Karen Estes	Knox County CAC Transit
*Deanna Flinchum	Knoxville Commuter Pool
*Jim Hagerman	City of Knoxville, Engineering
*Brooke Keyes	Sevier County, <i>for Jeff Ownby</i>
*John Lamb	Blount County
*Pat Phillips	City of Loudon and Loudon County
*Cindy Pionke	Knox County, Dept. of Engineering and Public Works
*Jack Qualls	TDOT, Region 1 Community Planning
*Melissa Roberson	KAT
*Blake Sartin	Metropolitan Airport Authority
*Darryl Smith	Town of Farragut
*Andrew Sonner	City of Alcoa
*Jeff Welch	MPC
TPO Staff	
Partner Agency Staff	
Members of the Public	
<b>*voting members</b>	

**1. Approval of March 10, 2015 Minutes**

**Item Summary:** Approval of March 10, 2015 TPO Technical Committee Minutes.

**A Motion was made by Jim Hagerman and seconded by Jack Qualls to approve the March 10, 2015 TPO Technical Committee Minutes. The Motion carried unanimously.**

**2. Recommend Approval of an Update to the TPO's Adjusted Urbanized Area.**

**Item Summary:** The TPO staff has revised the original 2010 Adjusted Urbanized Area boundary that was first adopted in November 2012. A revision was determined to be necessary as part of the process to update the Federal Functional Classification of Roadways in conjunction with TDOT staff. The adjusted urban boundary can be updated at any time deemed necessary by resolution from the TPO Executive Board. The new boundary is then subsequently forwarded to the FHWA Tennessee Division Office for final approval and incorporation into the official records and GIS. Staff recommends approval.

**Discussion:** Mike Conger reviewed the events leading up to the 2010 Adjusted Urbanized Area, the first boundary smoothing effort adopted in November of 2012, and then noted staff is recommending another revision in conjunction with an extensive review and update of the functional classification of roadways within the Urbanized Area. He further noted this is being done statewide. It was clarified that this adjustment will not affect the way federal transit dollars can be used in our area and that this only affects the classification of roadways for project purposes. Mr. Conger further noted this does not affect any funding allocations in terms of what federal agencies look at for their funding formulas for STP or planning dollars.

**A Motion was made by Pat Phillips and seconded by Darryl Smith to recommend approval of an Update to the TPO's Adjusted Urbanized Area. The Motion carried unanimously.**

**3. Recommend Approval of an Update to the Federal Functional Classification of Roadways Within the TPO's Metropolitan Planning Area.**

**Presenter: Mike Conger, TPO staff**

**Item Summary:** The TPO staff conducted a comprehensive review of the existing Federal Functional Classification System along with the 2010 Census urban boundary adjustment process. Current guidance and requirements from the FHWA were utilized to define the functional system and reviewed with each of the TPO jurisdictions. Several upgrades in classification to Local roadways were made along with other adjustments that were determined to be necessary based on new FHWA procedures for the Urban Collector roadway category. Staff recommends approval.

**Discussion:** Mike Conger reviewed the proposed updates noting the functional classification of a roadway determines its eligibility under the federal aid system, further noting any roadway classified as a Minor Collector or above in an urbanized area, or a major collector in a rural area qualifies for federal aid. FHWA released new guidelines for reviewing the functional classification of roadways in 2013. The proposed changes will be forwarded to the FHWA for their review and approval.

**A Motion was made by Kathryn Baldwin and seconded by Darryl Smith to recommend approval of an Update to the Federal Functional Classification of Roadways Within the TPO's Metropolitan Planning Area. The Motion carried unanimously.**

**4. Update on Transportation Alternatives Program (TAP) funding.**

**Presenter: Ellen Zavisca, TPO staff**

**Item Summary:** The TPO received TAP funding for FY 13 and 14, and we have until September 30, 2016, and September 30, 2017, to see the funding obligated or we could lose it. Some of the funding has or will be turned back. We will need to re-allocate the funding to make sure it's all spent.

**Attachment #4A - Summary of How Local TAP Funding Has Been Allocated**

**Attachment #4B - Information Regarding How TAP Funding May Be Used**

**Discussion:** Ellen Zavisca briefly reviewed the projects for which these funds were initially allocated, noting at this point, and with the additional FY 2015 TAP funds we expect to receive, we have approximately \$1.3 to \$1.5 million to re-allocate. These funds are typically used for bike-ped and/or Safe Routes to School programs. She noted the TPO will be putting out a Call-for-Projects, possibly as early as next month. She then noted staff should have the final dollar amount by July and should therefore be able to award projects this summer. It was clarified that there is an 80/20 match and the projects will need to be awarded through a competitive process that will include participation from TDO. It was further clarified that these funds are for projects in our region, not statewide. Jeff Welch stressed we need to be proactive in getting these funds obligated.

## 5. Presentation on AAA Road Improvement Demonstration Project (RIDP)

**Item Summary:** The RIDP is a public-private partnership designed to enhance traffic safety by reducing the frequency and severity of crashes at high risk locations. The project was introduced by AAA in Michigan in 1996 and since expanded into Wisconsin and Illinois.

**Discussion:** Don Lindsey, Tennessee Public Affairs Director for AAA described the development of the project and noted that in the late 1990's, AAA Foundation had contracted with OPUS, a global traffic engineering firm to develop it. He noted OPUS, through the study of numerous intersections around the Detroit area, suggested simple modifications to increase safety such as adding a turn lane, adding backplates to traffic lights and changing the way street signs are displayed [for example]. He stated in cases where they were able to fund the modifications they saw dramatic reductions in crashes and injuries in those intersections. Mr. Lindsey noted they are now able to offer this program to the state of Tennessee and are looking for a few communities that are willing to implement the often low cost, highly effective measures they would recommend. He also noted that this program can also be applied to stretches of road. He further noted he would be happy to offer additional information and assistance to any member jurisdiction interested. He can be reached at 865-862-9250.

## 6. Update on the Smart Trips Program

**Presenter: Sara Martin, TPO Staff**

**Item Summary:** Outreach coordinator Sara Martin will provide an update on the Smart Trips program. The Smart Trips funding structure is changing and Ms. Martin will present a recently-developed sponsorship structure geared towards local employers. Smart Trips aims to support the formation of new vanpools this year; proposed routes will be reviewed. Smart Trips has developed an editorial calendar that includes a monthly newsletter and regular Facebook contests. Input from the Technical Committee is encouraged.

**Discussion:** Sara Martin began by sharing that her quick overview of Smart Trips when she presents it to employers/groups is "Smart Trips is a free online program where you win gift cards when you drive less" as well noted it is a travel-demand management program. It encourages commuting via walking, biking, transit, carpooling and telecommuting. She briefly shared transportation statistics collected by ORNL and then demonstrated the program software and how one participates. The program is for individuals traveling to and from work in 8 counties surrounding Knoxville. Ms. Martin then shared that many employers are now incorporating a presentation on Smart Trips into their employee orientation. As the TPO is now required to provide a 20% match, Ms. Martin shared a funding tier program of sponsorships that staff has developed to encourage local employers to provide sponsorships by offering differing levels of support from Smart Trips staff. The complete presentation is available online and can be found here: [http://www.knoxtrans.org/meetings/agendas/tech/apr15/smart trips presentation.pdf](http://www.knoxtrans.org/meetings/agendas/tech/apr15/smart%20trips%20presentation.pdf)

## 7. Long Range Mobility Plan 2040 Update Timeline

**Presenter: Amy Brooks, TPO Staff**

**Item Summary:** TPO Staff have begun work on the 2017 update of the long range mobility plan. A draft timeline has been created and will be reviewed. Input from the Technical Committee is encouraged.

**Discussion:** Amy Brooks gave an overview of the timeline of the Update and noted the goals listed at the top of the chart were for the process, not the actual Plan. She reviewed the steps and highlighted what Committee members could expect throughout the update process. Ms. Brooks noted staff will be reaching out to develop a Community Advisory Group to participate in the process. Jeff Welch asked

members to share any plans they are currently developing/recently completed with staff to ensure they are incorporated into the Mobility Plan Update as well as the State of Transportation in East TN Report.

## 8. Other Business

- The 2015 Tennessee Bike Summit: Making Connections is taking place on April 23<sup>rd</sup> and 24<sup>th</sup> at the Knoxville Convention Center. For complete information and to register visit their website: <http://www.tnbikesummit.org/>. It was clarified that single day registrations are available as well. In addition to the Summit, Gil Penalosa, keynote speaker and Founder of 8-80 Cities, will give a special address for government staff and local elected and appointed officials at 9 a.m. April 24<sup>th</sup>, in the Main Assembly Room at the City County Building in Knoxville. Please RSVP for this event directly to Ellen Zavisca. He will also be at a public reception at the Standard on Jackson Avenue on Thursday evening, April 23<sup>rd</sup> starting at 6:00 p.m. Both of these events are free.
- Executive Board meeting Wednesday, April 22, 2015 at 9:00 a.m. in the Small Assembly Room of the City/County Building.
- Technical Committee meeting Tuesday, May 12, 2015 at 9:00 a.m. in the Small Assembly Room of the City/County Building.
- Jeff Welch noted TDOT has released their Multimodal 3 year Program of Projects, the FY 2016-2018 Transportation Improvement Plan. He briefly touched on the 6 projects in our planning area.
- Jeff Welch updated the Committee on recently introduced state legislation that would alter the structure of MPO Boards. The amended Senate version, passed last week, eliminates weighted voting and retains that one new voting member shall be appointed to MPO Boards by the Tennessee County Highway Officials Association, and lastly that this legislation will apply to MPO's throughout the state with boundaries located entirely within the state. The House version, amended last week, also eliminates weighted voting, does retain the addition of one voting member but that member must reside within the MPO's boundaries and will also be appointed by the Tennessee County Highway Officials Association, and that the legislation applies only to MPO's containing not less than 3 counties located within the state. Subsequently it [House bill] will only impact the Knoxville and Nashville MPO's. He noted this legislation started as a result of issues regarding mass transit (the AMP project in Nashville).

## 9. Public Comment

There was no public comment.

## 10. Adjournment

There was no further business.

**A Motion was made by Kathryn Baldwin and seconded by Pat Phillips to adjourn. The Motion carried unanimously and the meeting adjourned.**