

**TPO Technical Committee Minutes**  
**March 12, 2019**  
**9:00 a.m.**  
**Small Assembly Room**  
**City County Building**  
**400 Main Street**  
**Knoxville, TN**

The Knoxville Regional Transportation Planning Organization (TPO) Technical Committee met on March 12, 2019 at 9:00 a.m. in the Small Assembly Room of the City County Building in Knoxville, TN. Chair Jeff Ownby presided and called the meeting to order. It was determined that there was a quorum. Committee members were asked to introduce themselves.

*Wayne Blasius	City of Oak Ridge
*Megan Brooks	City of Alcoa
*Brian Boone	City of Maryville
*Don Brown	ETDD, <i>for Terry Bobrowski</i>
*Michelle Christian	TDOT, Region 1, <i>for Troy Ebbert</i>
*Rich DesGroseilliers	Lakeway MPO
*Jeff Branham	City of Knoxville, <i>for Jim Hagerman</i>
*Chico Messer	Blount County
*Jeff Ownby	Sevier County
*Cindy Pionke	Knox County
*Blake Sartin	Metro Knoxville Airport Authority
*Darryl Smith	Town of Farragut
*Bill Taylor	Anderson County
*Jacob Wright	Knoxville Area Transit
TPO Staff	
Partner Agency Staff	
Members of the Public	
<b>*voting members</b>	

**1. Motion to Approve February 12, 2019 TPO Technical Committee Minutes**

**Item Summary:** Approval of the February 12, 2019 TPO Technical Committee Minutes.

**A Motion was made by Wayne Blasius and seconded by Cindy Pionke to approve the February 12, 2019 TPO Technical Committee Minutes. The Motion carried unanimously.**

**2. Motion to Recommend Approval of the Awarding of FTA Section 5310 - Enhanced Mobility of Seniors and Individuals with Disabilities Grant Funds to the Executive Board**

**Item Summary:** The TPO is the designated recipient of the FTA Section 5310 funds. Section 5310 funds can be used for both operating and capital funding. Often non-profits utilized this funding to buy vans to provide transportation for their clients. The TPO held an open and publicly advertised Call-for-Projects process. A sub-committee of the Technical Committee reviewed the applications and developed a slate of draft projects for funding consideration. The attached table and minutes show the projects recommended for funding. Staff recommends approval. Project submittals can be viewed at this link: <https://knoxtrans.org/meetings/agendas/tech/mar19/applications.pdf>

**Discussion:** Doug Burton gave a brief history of the program. He described the Call-For-Projects process for this most recent round of funding reviewing each application received. He then highlighted what the Technical Committee Sub-Committee, comprised of Deanna Flinchum, Cindy Pionke, Jack Qualls and Jacob Wright, is submitting to the Committee for recommendation for approval. Mr. Burton noted that this is the first round of projects for which TDOT will not be matching operating projects and sub-recipients will now be responsible for a 50% match. Capital projects continue to be matched at 80-10-10% at this juncture. Mr. Burton also touched on the process and timeline for dispersing of funds once they are awarded by the Executive Board. The presentation is available online and can be found here:

<https://knoxtrans.org/meetings/agendas/tech/mar19/presentations/2.pdf>

**A Motion was made by Chico Messer and seconded by Cindy Pionke to recommend approval of the Awarding of FTA Section 5310 - Enhanced Mobility of Seniors and Individuals with Disabilities Grant Funds to the Executive Board. The Motion carried unanimously.**

**3. Overview of Project Applications received for the 2020-2023 Transportation Improvement Program (TIP)**

**Item Summary:** An overview of project roll-overs and new project applications received for the next TIP period will be provided by staff.

**Discussion:** Craig Luebke gave an overview of the Call-For-Projects for the 2020-2023 TIP which resulted in 22 new project applications and 40 existing rollover project applications being submitted. He reviewed the anticipated L-STBG and L-STBG-TA funding noting these amounts are potentially subject to change. He referenced 2 handouts that list all of the projects submitted. Mr. Luebke closed with a review of the timeline for approval of the final TIP targeted for fall of 2019. The presentation is available online and can be found here:

<https://knoxtrans.org/meetings/agendas/tech/mar19/presentations/3.pdf>

**4. Review of a draft Memorandum of Agreement Among the Tennessee Department of Transportation, the Knoxville Regional Transportation Planning Organization, Knoxville Area Transit, Knoxville-Knox County Community Action Committee and East Tennessee Human Resources Agency.**

**Item Summary:** Federal regulations requires the TPO, TDOT and public transit operators within each metropolitan planning area to enter into a written agreement to clearly identify the responsibilities of the parties in carrying out the metropolitan planning process. A draft of the Memorandum of Agreement will be distributed at the meeting.

**Discussion:** Jeff Welch touched briefly on the draft Memorandum which staff will bring back before the Committee next month when they will be asking member jurisdictions for their endorsement of the MOU to the Executive Board.

**5. Update on the Americans With Disabilities Act Transition Plan Requirements**

**Item Summary:** Staff will provide an overview of prior and current ADA Transition Plan Requirements of TPO Jurisdictions and a follow up to what is expected through the transportation planning process.

**Attachment 3A – ADA Transition Plan Memorandum from TDOT**

**Attachment 3B – 2016 ADA Compliance & Self-Certification Letter to Mayors from TDOT**

**Attachment 3C – List of Cities/Counties in Contact with TDOT**

**Attachment 3D – ADA Obligations Brochure**

**Attachment 3E – Developing an ADA Transition Brochure**

**Discussion:** Jeff Welch gave an update on the ADA Transition Plan requirements and asked member jurisdictions to reach out to TDOT with any updates on the development of their local Transition Plans as appropriate if they had not already done so. He also referenced flyers [attached] developed by TDOT that may be useful within their agencies and the with public.

## 6. Regional Roadway Resurfacing Program Survey

**Item Summary:** A Roadway Resurfacing Program Survey was recently sent out to key contacts in each jurisdiction. TPO Staff will briefly review the purpose and need for this formation.

**Discussion:** Mike Conger gave an overview of a survey staff sent out last week to member jurisdictions. He noted each time the TIP or Mobility Plan are updated staff need to document the local government commitment to operate and maintain the transportation system, particularly with regards to resurfacing of streets and roads. Federal requirements mandate that sufficient funds are allocated for operation and maintenance activities. As reflected in the survey, Mr. Conger shared as an example, how the Evansville, Indiana MPO developed their Regional Pavement Management System. Staff will share the results of the survey at the next Committee meeting. The presentation is available online and can be found here: <https://knoxtrans.org/meetings/agendas/tech/mar19/presentations/6.pdf>

## 7. Other Business

- Executive Board meeting Wednesday, March 27, 2019 at 9:00 a.m. in the Small Assembly room of the City County Building.
- Technical Committee meeting Tuesday, April 9, 2019 at 9:00 a.m. in the Small Assembly room of the City County Building.
- Jeff Welch highlighted a newly updated TPO brochure handed out at the meeting.
- Jeff Welch noted ADA representatives from TDOT have been invited to the Executive Board on March 27<sup>th</sup> (they were unavailable for today's meeting). They will be available after the meeting to offer guidance on ADA compliance as it relates to signal maintenance and upgrades, traffic management systems, etc. and potential for matching funds.

## 8. Public Comment

There was no public comment.

## 9. Adjournment

There was no further business and the meeting was adjourned.