

Lesley Phillips
Transportation Planner



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MEMORANDUM

To: Kingsport MTPO Executive Board
CC: Subscribed Interested Parties
From: Lesley Phillips, Transportation Planner
Date: July 27, 2022
Subject: MTPO Executive Board Meeting

Please see the attached agenda for the next meeting of the Kingsport MTPO Executive Board, to be held **Thursday, August 4, 2022 at 1:30 PM (EDT), in the Kingsport City Hall Board Room (415 Broad Street, Kingsport, Tennessee).**

There is one action item:

- **Minutes from June 16, 2022 Called Meeting**

In addition to the agenda item listed above there will be a Local Road Safety Plan presentation and time will be allotted for public comments, project updates, state and federal partner updates, and general information items.

The meeting will be in-person and members of the public are welcome to attend. We also plan to offer live public access to the meeting through a Zoom webinar. Members of the public who are interested in attending remotely should send an email to MTPO@KingsportTN.gov to request the log in information for the meeting. In order to allow time to respond, your request must be received by 12:00 pm on August 3, 2022.

Executive Board members who are unable to attend may designate a proxy in writing to represent you. A sample proxy letter is attached.



AGENDA

**Kingsport MTPO Executive Board
August 4, 2022 at 1:30 PM
Kingsport City Hall – Board Room
415 Broad Street, Kingsport, TN 37660**

Call to Order

1. General Information and Attendance Roll Call

Presenter: Lesley Phillips

2. Public Comment on Agenda Items

Those wishing to make a comment pertaining to any of the agenda items may do so at this time with a five-minute time limitation. Comments not pertaining to a specific agenda item will be heard at the end of the meeting.

3. Approval of Minutes from June 16, 2022 Called Meeting (Vote Required)

Presenter: Chairman

4. Kingsport MTPO Local Road Safety Plan Presentation

Presenters: Rosemarie Anderson, FHWA-HQ Office of Safety
Eric Tang, VHB

Item Summary: A Local Road Safety Plan (LRSP) is a locally-focused data-driven plan that considers the unique and diverse safety issues of local roadways and provides a framework to improve safety and save lives. The process results in a prioritized list of issues, risks, actions, and improvements that can be used to reduce fatalities and serious injuries on the area roadways. For the past 8 months, Kingsport MTPO staff has worked with FHWA, a consultant team from VHB, and various stakeholders to develop a LRSP for the Kingsport MTPO planning area.

5. Federal & State Partner Updates and Project Updates

Presenter: Lesley Phillips (Facilitator)

Item Summary: Updates will be given by our partners at Federal Highway Administration, Federal Transit Administration, Tennessee, and Virginia. Then, project updates will be given as requested.

6. Public Comments

Members of the public may address the Executive Board with issues related to the region's transportation system. There is a five-minute time limitation per individual and/or topic.

7. Meeting Adjournment

Sample Proxy Letter

Date

I, _____, of _____,
(Print Name) *(Agency)*

Hereby designate _____ to vote as my proxy
(Name of Proxy)

during the _____ meeting of the Kingsport MTPO Executive Board.
(Meeting Date)

Signature

Agenda Item #3 - Approval of Minutes from June 16, 2022 Called Meeting

KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION EXECUTIVE BOARD CALLED MEETING Minutes for June 16, 2022 Called Meeting In-Person Meeting with Optional Live Public Access via Zoom Webinar

Members Present:

Jimmy Adkins, Blake Ailor, Chase Milner, Ronda Sawyer, Michael Thompson, Ambre Torbett

Absent:

Hawkins County/Church Hill/Mount Carmel Representative

Staff Present:

Bill Albright, Susan Doran, Lesley Phillips, Chris Campbell, Jessica Harmon, Chris McCartt, Ryan McReynolds

In Person Attendees:

Paul Beebe – Thompson Engineering
Glenn Berry – Johnson City MTPO
Micah Bray – City of Bristol TN/Bristol MPO
Mary Butler – Johnson City MTPO
Jason Carder – Mattern & Craig
Michelle Christian – TDOT
Matthew Cox - VDOT
Randy Dodson – Mattern & Craig
Troy Ebbert – TDOT
Maysoon Haddad – Thompson Engineering
Thomas Lawson – LENOWISCO PDC
Candace Long – NET Trans
Steven Mott – Bristol MPO
David Metzger – Citizen (retired City of Bristol TN/Bristol MPO)
Rex Montgomery – Citizen (retired City of Bristol TN/Bristol MPO)
Donny Necessary – Citizen (retired VDOT)

Online Attendees:

Jennifer Marshall – TDOT
Paul Montgomery – Kingsport BMA
Pamela Sharp - TDOT
Stan Williams – Clarksville MPO

Recorder: Susan Doran

I. **Call to Order:** Vice-Chairman Jimmy Adkins called the meeting to order.

II. **General Information/Attendance Roll Call:**

The meeting was held in-person with optional live public access available via Zoom Webinar. A video/audio recording of the meeting is published online at <https://www.kingsporttn.gov/city-services/kmtpo/meetings-notice/agenda-minutes/>

Attendance and votes were taken by roll call.

- III. Public Comment:** Jimmy Adkins invited members of the public to address comments related to agenda items. No comments.
- IV. Approval of Minutes:** The minutes of the May 12, 2022 meeting were reviewed. No corrections and/or additions were suggested. A motion was made by Chase Milner to approve the minutes and was seconded by Michael Thompson. Passed in a roll call vote: Adkins, Ailor, Milner, Sawyer, Thompson and Torbett voting "Aye".
- V. New Business:**
- A. TIP Amendment #9.** Presented by Lesley Phillips. The Virginia Department of Transportation (VDOT) has requested the Kingsport MTPO amend the current TIP to add funds to FY22 for the following project groupings: Maintenance: Traffic and Safety Grouping and Maintenance: Preventive Maintenance for Bridges. With each TIP Amendment, the MTPO must also self-certify all planning process requirements are being followed. A motion was made by Michael Thompson to approve TIP Amendment #9 and affirm the planning process self-certification. The motion was seconded by Ronda Sawyer. Passed in a roll call vote: Adkins, Ailor, Milner, Sawyer, Thompson and Torbett voting "Aye".
 - B. TIP Amendment #10.** Presented by Lesley Phillips. The City of Kingsport has requested the Kingsport MTPO amend the current TIP to add funds to FY22 for construction of the Main Street project. With each TIP Amendment, the MTPO must also self-certify all planning process requirements are being followed. A motion was made by Ronda Sawyer to approve TIP Amendment #10 and affirm the planning process self-certification. The motion was seconded by Blake Ailor. Passed in a roll call vote: Adkins, Ailor, Milner, Sawyer, Thompson and Torbett voting "Aye".
 - C. Kingsport MTPO Title VI Plan.** Presented by Lesley Phillips. Title VI, 42 USC 2000d et seq. was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. More specifically, Title VI of the Civil Rights Act of 1964 states: "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S. Code 2000d) Title VI applies to all organizations that receive federal funds. The Kingsport Metropolitan Transportation Planning Organization (MTPO) receives federal funds from the U.S. Department of Transportation (DOT), distributed through TDOT, VDOT, and DRPT. Therefore, the Kingsport MTPO is required to develop policies, programs, and practices that ensure transportation planning activities are performed in a manner that is nondiscriminatory as required under Title VI. The MTPO's Title VI, Environmental Justice, and Limited English Proficiency (LEP) policies and procedures are documented in our Title VI Plan which was recently updated. The updated plan was approved by VDOT and TDOT and shared with FHWA. While the Executive Board does not have to take formal action to adopt the Title VI Plan, it is still an important document and the updated plan is being presented for informational purposes.
- VI. PUBLIC COMMENTS:** Members of the public were invited to address the Executive Board

with issues related to transportation planning issues, activities, and/or projects that pertain to the Kingsport Metropolitan Transportation Planning Organization. No comments.

VII. ADJOURNMENT: There being no other business, the meeting was adjourned.

PROJECT UPDATES

KINGSPORT/SULLIVAN COUNTY

- Greenbelt – West End
- Brickyard Bicycle & Pedestrian Bridge
- Main Street Rebuild
- Island Road Rebuild
- Resurfacing Grouping – Kingsport
- Fort Robinson Bridge over Dry Creek
- SR-126 (Memorial Boulevard) – Phase I
- SR-126 (Memorial Boulevard) – Phase II
- SR-36 (Fort Henry Drive) – SR-75 to I-81
- SR-347 (Rock Springs Road)
- SR-93 Improvements
 - .02 Washington/Sullivan County section
 - .03 Sullivan County section
- I-81 ITS Expansion

HAWKINS COUNTY

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VIRGINIA

- US-23/58 and Hilton Road Intersection

RECENTLY COMPLETED

- Stone Drive Sidewalk
- US-23 Access Management and Park & Ride Lot (Gate City)
- Memorial Blvd/Fort Henry Dr Intersection
- Independence Avenue
- Hammond Avenue
- SR-93 (.01 Washington County section)

PLANS, STUDIES, & OTHER DOCUMENTS

- Local Road Safety Plan
- FY23-26 Transportation Improvement Program
- US-23 – Virginia (Project Pipeline)
- Urban Transportation Planning Grant – SR-93/SR-1 Interchange Area Study
- Urban Transportation Planning Grant – East Center Street Corridor Study (Completed March 2022)
- Long Range Transportation Plan