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MEMORANDUM

To: Kingsport MTPO Executive Board
CC: Subscribed Interested Parties
From: Lesley Phillips
Date: July 30, 2024
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 8, 2024 at 1:30 PM (ET), in the Kingsport City Hall Montgomery-Watterson Boardroom (415 Broad Street, 3rd floor, Kingsport, Tennessee).**

There is one action item:

- **Minutes from May 9, 2024 Meeting**

In addition to the agenda items listed above, 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 register in advance using this link: https://us06web.zoom.us/webinar/register/WN_4SMEB79bQcOsHXt_dmzEEw

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 8, 2024 at 1:30 PM
Kingsport City Hall
Montgomery-Watterson Boardroom
415 Broad Street, 3rd floor, Kingsport, TN 37660**

Call to Order - Chairman

1. Attendance Roll Call

Presenter: Lesley Phillips

2. Public Comment

Those wishing to make a comment pertaining to any of the agenda items or any transportation planning issues, activities, and/or projects that pertain to the Kingsport Metropolitan Transportation Planning Organization may do so at this time with a five-minute time limitation.

3. Approval of Minutes from May 9, 2024 Meeting (Vote Required)

Presenter: Chairman

4. Miscellaneous Items

Presenter: Lesley Phillips

- Update on TIP Amendment #3 from May meeting
- Statewide Household Travel Survey

5. TDOT Statewide Partnership Program Presentation

Presenter: TDOT Staff

Item Summary: Following the passage of the 2023 Transportation Modernization Act, the Tennessee Department of Transportation (TDOT) released its first fiscally constrained 10-Year Project Plan. This new process represents an evolution in philosophy at TDOT regarding how transportation projects are funded and delivered. TDOT has taken a critical eye to their projects statewide with the mindset of “**what gets started, gets finished**” to better serve Tennessee with greater accountability and communication.

As part of TDOT's 10-Year Project Planning process, the Statewide Partnership Program (SPP) is a critical avenue for local stakeholders to provide input on their priorities to better inform the annual reassessment of TDOT's 10-Year Project Plan. The program supports local authorities in **maximizing funding dollars** for critical local mobility and economic development needs.

TDOT is committed to working with Tennessee's local jurisdictions, municipalities, and counties, through their respective MPOs and RPOs to identify priorities and **accelerate projects with identified local funding and support**. Accordingly, all submissions gathered through this process will be evaluated for inclusion in TDOT's updated 10-Year Project Plan, which will be released in December 2024. All project proposals will be evaluated based on performance, deliverability, and cost. TDOT intends to prioritize projects that are MPO and RPO priorities and represent a **significant financial investment by locals** with funds that efficiently leverage non-state funding sources. The SPP is primarily meant as a first step in the planning process to gather data on local needs, priorities, and ability to partner with TDOT. Think of this new process as "open enrollment" for TDOT projects; rather than communities advocating for their priorities at disparate and ad-hoc times throughout the year, this structure allows for standardized information to be provided during a specific period. While submissions gathered are not guaranteed to receive funding, all information provided is essential in the development of future 10-Year Plans and for TDOT to better understand, and further communicate, the outstanding critical transportation funding needs in Tennessee.

6. 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. Also, updates from our local partners and project updates will be given.

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

**KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
EXECUTIVE BOARD MEETING
Minutes for May 9, 2024 Meeting
In-Person Meeting with Optional Live Public Access via Zoom Webinar**

Members Present:

Jimmy Adkins, Blake Ailor, Troy Ebbert, Paul Montgomery, Michael Thompson (proxy for Chase Milner), Ambre Torbett

Absent:

Hawkins County/Church Hill/Mount Carmel Representative

Staff Present:

Susan Bowman, Lesley Phillips, Candace Sherer

In Person Attendees:

Bill Albright
Paul Beebe – Thompson Engineering
Steve Borden – TDOT
Micah Bray – City of Bristol TN/Bristol MPO
Jason Carder – Mattern & Craig
Calvin Clifton – Mattern & Craig
Michael Dick – TDOT
Tim Dougherty – NET Trans
Samantha Farmer - VDOT
Tyler Gillenwater – Bristol MPO
Maysoon Haddad – Thompson Engineering
Dexter Justis – TDOT
Matt Meservy – TDOT
James Rosen – TDOT
Chris Stipo – Tri-Cities Airport
Ben Xie – City of Bristol TN/Bristol MPO

Online Attendees:

Zachary Coleman – FHWA-TN
Stacy Morrison - TDOT
Ronda Sawyer – TDOT
Tracie Widner – TDOT

Recorder: Susan Bowman

- I. **Call to Order:** Chairman Paul Montgomery 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 was taken by roll call.
- III. **Public Comment:** Chairman Paul Montgomery invited members of the public to address comments related to agenda items. No comments.

- IV. Approval of Minutes:** The minutes of the February 8, 2024 meeting were reviewed. No corrections and/or additions were suggested. A motion was made by Michael Thompson to approve the minutes and was seconded by Ambre Torbett. The motion carried unanimously.
- V. New Business:**
- A. FY24 & FY25 Unified Planning Work Program Amendment #1.** Presented by Lesley Phillips. One of the primary products MTPO Staff is required to develop is the Unified Planning Work Program (UPWP). The “Work Program” is a comprehensive description of the various goals and/or tasks that will be carried out by MTPO staff and associate members over the next one to two years. It also includes a budget that incorporates allocations from various federal agencies, with matching funds from TDOT, VDOT, LENOWISCO PDC, and the City of Kingsport (the cognizant agency for the MTPO). The document is typically organized in a manner where these tasks or planning functions are detailed in accordance with federal, state, and local standards. The tasks include Program Administration; Travel Data Collection, Maintenance, and Analysis; Short Range Planning; Long Range Planning; Multimodal Planning (bike, pedestrian, transit); and Special Studies. The current UPWP covers two fiscal years and is identified as the FY24 & FY25 UPWP. For Tennessee/TDOT the UPWP is recognized over a two-year period. Virginia/VDOT only recognizes one year at a time so the Virginia portion of the UPWP must be approved annually by the Executive Board. Amendment #1 to the FY24 & FY25 UPWP consists of updates to the FY25 Virginia component. Staff recommends that the Board approve these changes and adopt Amendment #1 to the FY24 & FY25 UPWP. A motion was made by Jimmy Adkins to approve the resolution and amendment as presented and was seconded by Michael Thompson. The motion carried unanimously.
- B. FY23-26 Transportation Improvement Program Amendment #2.** Presented by Lesley Phillips. The City of Kingsport Main Street project was obligated under the previous (FY20-23) TIP. Normally, in this circumstance, any project overruns can be obligated without having to update the current TIP. However, Carbon Reduction Program (CRP) funds are being programmed on this project and since this funding source was not identified in the previous TIP, we are required to do a TIP amendment. This amendment will add the Kingsport Main Street project to the current TIP and add CRP funds as a funding source. Additional STBG-L funds will also be programmed in the current TIP. Amendments to the TIP require Executive Board action. With each TIP Amendment, the MTPO is required to self-certify the metropolitan planning process and affirm that we are following all regulations as identified in 23 CFR 450.336. A motion was made by Jimmy Adkins to approve the resolution, FY23-26 TIP Amendment #2, and the self-certification as presented and was seconded by Blake Ailor. The motion carried unanimously.
- C. FY23-26 Transportation Improvement Program Amendment #3.** Presented by Lesley Phillips. The Virginia Department of Transportation (VDOT) has requested the Kingsport MTPO amend the current TIP to add funds to FY24 for the Maintenance: Preventive Maintenance and System Preservation project grouping. MTPO staff received the documentation from VDOT the afternoon of April 30, 2024 and were advised to include it on the agenda for the May 9, 2024 meeting. Amendments to the TIP require Executive Board action. With each TIP Amendment, the MTPO is required to self-certify the metropolitan planning process and affirm that we are following all regulations as identified in 23 CFR 450.336. The TIP requires a 10-day public review period as stated in the Public Participation Plan (PPP). Federal regulations require adequate notice. The TIP amendment was not received in time to allow a 10-day public

review period before the May 9, 2024 meeting. FHWA-VA agreed to allow a vote on the TIP amendment at this meeting and then conduct the 10-day public review period prior to official adoption. It is requested that the MTPO Executive Board vote on this item and a 10-day public review will start of TIP Amendment #3. If there are no adverse comments during the public review process, the amendment will be adopted at the close of the public review period. A motion was made by Troy Ebbert to approve the resolution, FY23-26 TIP Amendment #3, and the self-certification as presented with official adoption contingent on receiving no adverse comments during the public review period and was seconded by Ambre Torbett. The motion carried unanimously.

- D. Virginia Functional Classification Update. Presented by Lesley Phillips. VDOT is conducting a major statewide update to the Federal Functional Classification (FFC) of Virginia roadways, which has historically occurred following the decennial Census. As part of this process, VDOT District staff and MTPO staff have reviewed the proposed FFC. At the conclusion of the MPO review process, VDOT is requesting each MPO approve a simple Resolution to document VDOT's cooperation with local officials. A motion was made by Jimmy Adkins to approve and adopt the Virginia Federal Functional Classifications resolution as presented and was seconded by Blake Ailor. The motion carried unanimously.

VI. FEDERAL & STATE PARTNER UPDATES/PROJECT UPDATES

Updates and information were provided by FHWA, TDOT, VDOT, the Tri-City Airport, and local transit representatives. Project updates were also provided.

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

Statewide Partnership Program

Outstanding Project Needs



Following the passage of the 2023 Transportation Modernization Act, the Tennessee Department of Transportation (TDOT) released its first fiscally constrained 10-Year Project Plan. This new process represents an evolution in philosophy at TDOT regarding how we fund and deliver transportation projects. We have taken a critical eye to our projects statewide with the mindset of **“what gets started, gets finished”** to better serve Tennessee with greater accountability and communication.

As part of TDOT’s 10-Year Project Planning process, the Statewide Partnership Program (SPP) is a critical avenue for local stakeholders to provide input on their priorities to better inform the annual reassessment of TDOT’s 10-Year Project Plan. The program supports local authorities in **maximizing funding dollars** for critical local mobility and economic development needs.

TDOT is committed to working with Tennessee’s local jurisdictions, municipalities, and counties, through their respective MPOs and RPOs to identify priorities and **accelerate projects with identified local funding and support**. Accordingly, all submissions gathered through this process will be evaluated for inclusion in TDOT’s updated 10-Year Project Plan, which will be released in December 2024. All project proposals will be evaluated based on performance, deliverability, and cost. TDOT intends to prioritize projects that are MPO and RPO priorities and represent **a significant financial investment by locals** with funds that efficiently leverage non-state funding sources. The SPP is primarily meant as a first step in the planning process to gather data on local needs, priorities, and ability to partner with TDOT. Think of this new process as “open enrollment” for TDOT projects; rather than communities advocating for their priorities at disparate and ad-hoc times throughout the year, this structure allows for standardized information to be provided during a specific period. While submissions gathered are not guaranteed to receive funding, all information provided is essential in the development of future 10-Year Plans and for TDOT to better understand, and further communicate, the outstanding critical transportation funding needs in Tennessee.

When you’re ready to engage, contact your MPO/ RPO coordinator or TDOT Office of Community Transportation (OCT) representative for the next steps.

Eligible Projects

- Highway Capacity (e.g., lane addition, roadway extension)
- Highway ITS/system operations (e.g., technology upgrades, operation)
- Highway safety (e.g., roadway geometric, design, or operation improvements targeted to a safety need)
- Major bridge project (e.g., replacement or reconstruction)
- Major pavement project (e.g., rehab or reconstruction)
- Projects currently included in an MPO TIP for funding consideration are encouraged. The MPO TIP would be listed as the source for committed funding.

2024 Timeline

- **July 8 – August 30**
Accepting applications
- **September – November**
Apply prioritization process and program projects
- **December**
Present updated 10-year plan



For More Information, including Frequently Asked Questions (FAQ), visit the Statewide Partnership Program webpage.

Frequently Asked Questions

How much SPP funds are available?

The SPP is not a grant. The purpose is to achieve two primary objectives:

1. Advance needed highway improvements in communities in Tennessee for which funding locally has already been identified, secured, or committed on projects that are already underway or can be delivered in TDOT's updated 10-year plan.

2. Holistically understand the needs of the state in terms of highway transportation investments that are already in the project development process and/or that communities see as a priority and have already begun to commit funding on to advance.

As TDOT updates the 10-Year Plan, the department will use the SPP submissions to determine if TDOT funding can help advance these projects in the next 10 years. All submissions will be used to communicate the outstanding transportation funding needs of the State.

Who can submit?

The SPP is for local jurisdictions, municipalities, and counties, and we are asking communities to work with their respective MPO or RPO to ensure project submittals are in their region's long-range transportation plan and/or to ensure that these regional entities are aware of needs within their region.

What funding sources can be used for local contribution? Can there be multiple sources? Can private funds be used?

Communities can use any type of funding they have available to them. This could include city or county funds, private funds, federal funds such as STBG local, or other funds that are outside TDOT funding.

Does the project need to be in a plan or STIP/TIP?

While a project does not need to be in a current STIP/TIP to be submitted as part of the SPP, projects that are in a current STIP/TIP are likely further along in the project development process and that will factor into TDOT's review as the 10-Year Project Plan is updated.

Why should I submit a project?

If your community intends to request TDOT partnership on a project, this is the means to submit that information, even if previously submitted.

With a philosophy of "what gets started, gets finished" TDOT must understand projects that are already in the project development process, and/or where a community requires TDOT funding. TDOT's 10-Year Plan is intended to see projects to completion. In the past, funding on projects was not comprehensively budgeted which has led to long delays in projects advancing and not having sufficient funding for completion of the project. If a community is relying on TDOT funding for their project, TDOT needs to know of that through this process to better inform our annually updated 10-Year Project Plan.

Is there a minimum cost requirement for a project to be considered?

No, the goal of the SPP is to understand highway investment needs in Tennessee for which communities are invested, and to advance projects for which significant investments have already been made locally or that a community is willing to contribute at a level that illustrates the importance of the project to their area.

I see a project in the current 10-Year Plan that is in an outer year. If my community wants to see that project delivered sooner, should I submit a SPP application for that project if my community is willing to bring funding to the table?

Projects in the current 10-Year Plan are fiscally constrained (meaning funding is available for that project in a certain year based on TDOT's available funds). If a community was able to bring local, private, or STBG local or urban funds to the table for that project it is feasible that the project in the current 10-Year Plan could occur sooner.

If I don't submit by August 30th, can I submit later in the year?

TDOT is realigning its processes to have an annual SPP period that is aligned with the annual update of the 10-Year Project Plan. You must submit this cycle; otherwise, you will have to wait until 2025 when we open the SPP window again. This is the time and place to submit project requests to TDOT.

TDOT also acknowledges that Tennessee is, fortunately, a rapidly growing state, because of our sound economic policies and pro-business environment. TDOT works closely with the Tennessee Department of Economic and Community Development (ECD) to ensure communities are provided with infrastructure needs if communities attract significant economic development projects. Should such projects be proposed outside of this new planning window, TDOT will of course coordinate with ECD to ensure economic development projects are supported.

If I have a project that is not eligible for the SPP Program, is there another way I can apply for funding?

The SPP is largely for highway improvement projects. TDOT has other funding programs and grants for which communities can submit projects such as sidewalks and bikeways improvements, transit investments, as well as rail and aviation projects. Those types of projects are typically funded through TDOT's annual grant calls and information on those programs can be found in TDOT's Transportation Funding Database.



PROJECT UPDATES

KINGSPORT/SULLIVAN COUNTY

- Greenbelt – West End
- Brickyard Bicycle & Pedestrian Bridge
- Main Street Rebuild
- Island Road Rebuild
- Resurfacing Grouping – Kingsport
 - Group #1
 - Group #2
- Fort Robinson Bridge over Dry Creek
- John B Dennis Hwy/SR-93 Bridge near Eastman
- SR-126 (Memorial Boulevard) – Phase I
 - .03 (East Center St to Briarwood Dr)
 - .04 (Briarwood Dr to Cooks Valley Rd)
- SR-126 (Memorial Boulevard) – Phase II
 - .02 (Cooks Valley Road to I-81)
- SR-36 (Fort Henry Drive) – SR-75 to I-81
- SR-347 (Rock Springs Road)
- SR-93 Improvements
 - .03 Sullivan County section
- I-81 ITS Expansion
- SR-36 Resurfacing/Colonial Heights Sidewalks
- Project Smoky
- SIA

HAWKINS COUNTY

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VIRGINIA

- US-23/58 and Hilton Road Intersection (UPC 120637)
- US-23 Access Management (UPC 123666)
- US-23 at Chapel Street Safety and Railroad Crossing Improvement (UPC 123670)
- Gate City – Transportation Alternatives Projects

RECENTLY COMPLETED

- SR-93 Improvements
 - .02 Washington/Sullivan County section