

**KINGSPORT URBAN AREA
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
Meeting Minutes for April 17, 2014**

**Bob Clear Conference Room 9:00 A.M.
201 W. Market Street, Kingsport, TN**

Members Present:

Jimmy Adkins, John Campbell, Larry Frost, Donny Necessary, Jack Qualls, Ambre Torbett, Nick Weander

Absent:

None

Staff Present:

Bill Albright, Chris Campbell, Susan Doran, Troy Ebbert, Tim Elsea, Michael Thompson

Visitors Present:

Dwight Armstrong - TDOT
Calvin Clifton – Mattern and Craig
Chris Craig – 1st TN Development District – RPO
Corbin Davis – FHWA-TN
Tammie Davis – FHWA-VA (Via Conference Call)
Randy Dodson – Mattern and Craig
Mark Sandidge – City of Church Hill

Recorder: Susan Doran

- I. **Call to Order:** John Campbell called the meeting to order.
- II. **Approval of Minutes:** The minutes of the December 19, 2013 meeting were reviewed. No corrections and/or additions were suggested. A motion was made by Jimmy Adkins to approve the minutes and was seconded by Ambre Torbett. The motion carried unanimously.
- III. **Public Comment:** John Campbell opened the floor for public comments. No comments.
- IV. **New Business:**
 - A. Review the Current By-Laws of the Executive Board and Consider Replacing the Local Planning Assistance Office with the First Tennessee Development District Local Planning Office. Presented by Troy Ebbert. The Executive Board consists of six members that represent our planning region; unfortunately Washington County has no representation at this time. The State Local Planning Office filled this role until the office was closed. The responsibilities of local community planning were assumed by the First Tennessee Development District and are now under the supervision of Chris Craig. If approved, staff will send the official request to First Tennessee Development District and begin amending the bylaws for approval at the next MTPO meeting. The First Tennessee Development District can also serve as an at-large for all members within the jurisdiction of the Kingsport MTPO. A motion was made by Ambre Torbett to change the current by-laws and replace the Local Planning Assistance Office with the First Tennessee Development District and to make an official request to Susan Reid, Executive Director of First Tennessee Development District for the Planning Director to serve as an Executive Board member and was seconded by Donny Necessary. The motion carried unanimously.

- B. Approve an Amendment to the FY14-15 Unified Planning Work Program (UPWP).** Presented by Bill Albright. At a previous meeting the Executive Board approved the Tennessee (and final) version of the FY 2014-2015 Unified Planning Work Program (UPWP). A Virginia version was also presented and approved by the Board earlier in the summer. Within the Tennessee version the budget figures were established for both fiscal years 2014 and 2015 and included a summary of total federal PL (“Planning”) Funds as well as a distribution of these funds by sub-task. However, an error in the documentation of the Tennessee numbers occurred when the approved UPWP was published. The original base amount allocated was \$202,306 and was listed in the UPWP budget tables. The figure did not include the carryover requested by the MTPO Staff of \$22,152. The carryover was, however, included in the actual approved contract for PL funds from TDOT, which totaled \$224,458. As a result changes and/or corrections to the UPWP budget tables are needed in order to match the contract amount. This is amendment # 1 to the UPWP and tables. A motion was made by Donny Necessary to approve the change to the UPWP budget tables to reflect inclusion of the carryover amount and the subsequent correct total of Tennessee PL funds of \$224,458 along with corrected matching funds and was seconded by Larry Frost. The motion carried unanimously.
- C. Adoption of the Adjusted Urbanized Area and Planning Area from the 2010 Census for Virginia and Tennessee.** Presented by Troy Ebbert. The urbanized area has grown with the 2010 census numbers. Because the UZA boundary is based on census boundaries we are permitted to “smooth” or adjust the boundaries. Additionally, the Metropolitan Planning Area is required to encompass the entire UZA and traffic generators. Mr. Ebbert explained the process by which staff and the Technical Coordinating Committee determined the final product and the areas the planning region expanded to the south and east. Ambre Torbet requested we confirm jurisdiction with the adjoining MPO’s. Staff advised a MOA will be developed and reviewed to Address this question. A motion was made by Nick Weander to approve the resolution for Tennessee and seconded by Ambre Torbett. The motion carried unanimously. A motion was made by Jimmy Adkins to approve the resolution for Virginia and seconded by Donny Necessary. The motion carried unanimously. Mr. Ebbert advised the resolutions will now be sent to the respective governor’s for final approvals and signature.
- D. Virginia TIP Amendment.** Presented by Donny Necessary. Virginia has updated several projects and groupings in their STIP and requested we adopt changes in our TIP. A motion was made by Jimmy Adkins to approve the resolution for the TIP amendment and was seconded by Nick Weander. The motion carried unanimously.
- E. Island Road TIP Adjustment.** Presented by Troy Ebbert. This project was previously added to the TIP. The adjustment is a result of a change in the funding source to make this project 100% federal/state funding. A motion is not required since this is an adjustment to the TIP and not an amendment.
- F. Wilcox Drive TIP Adjustment.** Presented by Troy Ebbert. This adjustment is a result of a change in the funding source to make this project 100% federal/state funding. Because of the location on a state route the 20% local match for the sidewalk project will be provided by the state. A motion is not required since this is an adjustment to the TIP and not an amendment
- G. TIP Amendment Bike Funding Project.** Presented by Bill Albright. Staff is working with TDOT to establish a project page in the TIP. The project will be used to implement the recommended improvements from the Metro Area Bikeway Plan. This agenda item was for discussion only – no action required at this time.

H. Schedule Next Meeting. Presented by Bill Albright. UPWP will need to be approved by June. A meeting needs to be scheduled sometime during the last 2 weeks of May. Staff discussed with Executive Board Members and meeting date and time were confirmed. The next MTPO meeting will be held on Tuesday, May 27th at 10:00 a.m.

V. **STAFF REPORTS:**

Staff provided updates for various projects.

VI. **PUBLIC HEARING:** John Campbell invited those attending to make comments or ask questions about any and all agenda items, transportation planning issues, activities, and/or projects that pertain to the Kingsport Area Metropolitan Transportation Planning Organization.

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