

AGENDA
JOHNSON CITY MTPO
Executive Board / Executive Staff
Thursday August 8, 2013 at 10:00 a.m.
137 West Market Street, Johnson City, TN
Johnson City Transit Center, 1st Floor Training Room

Call to Order

- Approval of Minutes
- Self-Certification Resolution
 - **Resolution 2013-07 (Vote Required)**
- Consider approval of amending the FY 2011-2014 TIP to include additional Section 5307 funding for FY 2013 and FY 2014 for Johnson City Transit
 - **Resolution 2013-08 (Vote Required)**
- Review and recommend approval of the FY 2014-2015 Unified Planning Work Program (UPWP).
 - **Resolution 2013-09 (Vote Required)**
- Memorandum of Agreement (MOA) between the Tennessee Department of Transportation and Johnson City Metropolitan Transportation Planning Organization as it relates to Adjustments and Amendments to the Transportation Improvement Program.
 - **Vote only required**
- Consider technical corrections to the Johnson City MTPO Executive Staff Bylaws.
 - **Vote only required per Bylaws**
- Other Business / Citizens Concerns
- Adjourn

ITEM 1

Approval of minutes from the May 7, 2013 Executive Board & Staff Meeting.

**Johnson City Metropolitan Planning Organization
Executive Board and Executive Staff Meeting,
Tuesday, May 7, 2013 at 1:30 p.m.
Johnson City Transit Center, 1st Floor Training Room
137 West Market Street, Johnson City, TN**

Executive Board Present

Jack Qualls for Governor Bill Haslam, State of Tennessee
Pete Peterson for Vice Mayor Carriger, City of Johnson City
Jon Hartman for the Honorable Mayor Alexander, City of Elizabethton
The Honorable Mayor Humphrey, Carter County
The Honorable Mayor Eldridge, Washington County

Executive Board Not Present

The Honorable Mayor Wolfe, Town of Jonesborough
The Honorable Mayor Lynch, Town of Unicoi

Executive Staff Present

Pete Peterson, City of Johnson City
John Deakins, Jr., Washington County Highway Superintendent
Jon Hartman for Fred Edens, Elizabethton
Jane Fillers for Eldonna Janutolo, Johnson City Transit

Executive Staff Not Present

Jack Perkins, Carter County Highway Department Superintendent
Susan Reid, First TN Development District
Bob Browning, Town of Jonesborough

Others Attending

Glenn Berry, Johnson City MTPO
Jeff Rawles, Johnson City MTPO
Mary Butler, JC MTPO/JCT
Phil Pindzola, City of Johnson City
Mike Potter, City of Elizabethton
Brenda Bernards, TDOT
Angie Carrier, City of Johnson City

Summary of Motions Passed:

- **Approved**- minutes from March 13, 2013.
- **Approved**- Resolution 2013-05- Self Certification Resolution.
- **Approved**- Resolution 2013-06- amended FY 2011-2014 TIP to include additional funding for the Construction phase (CN) at Interstate 26 Exit 13, Bobby Hicks Highway/Suncrest Drive.

Meeting Minutes:

Call to Order: Meeting called to order at 1:35 p.m. by Mr. Pete Peterson. A sign-in sheet was passed to each person.

Agenda Item 1: The minutes from the March 13, 2013 meeting were reviewed. Mr. Hartman made a motion for the board to approve the document. Mr. Qualls seconded the motion. All approved. Motion carried.

Agenda Item 2:

Consider approval of Self-Certification (**Resolution 2013-05**).

Mr. Berry stated that an Executive Board vote was required to approve and endorse the Self Certification Resolution before proceeding to amend the 2011-2014 TIP. The Johnson City MTPO is required by federal law to provide Self Certification that the Johnson City MTPO meets requirements of Title 23 of the Code of Federal Regulations, Section 450.334.

Mayor Eldridge made a motion for the board to approve. Mayor Humphrey seconded the motion. All approved. Motion carried.

Agenda Item 3:

Consider approval of amendment (**Resolution 2013-06**) to the FY 2011-2014 Transportation Improvement Plan (TIP).

Mr. Berry explained that Exit 13 on I-26 was ranked as a number one priority and recommended by the Johnson City MTPO to be included in the Tennessee Department of Transportation's Three Year Work Program late in 2011. At this time Mr. Berry explained that TDOT is now requesting the JC MTPO to amend the TIP to incorporate additional NHPP construction funds for FY 2013. In addition to this, the JC MTPO is also adding Local-STP funds for the construction phase of lighting installation. Mr. Berry also explained that the State of Tennessee is providing the required match for construction phase for both of items.

Mr. Qualls made a motion for the board to approve. Mayor Eldridge seconded the motion. All approved. Motion carried.

Agenda Item 4:

Other Business/Citizens Concerns

No citizens' concerns were raised and Mr. Berry thanked everyone for attending the meeting.

Agenda Item 5:

Mr. Peterson made closing statements, and the meeting was adjourned at approximately 2:45 p.m.

ITEM 2

Resolution 2013-07 Consider a resolution reaffirming the “Self Certifications and Federal Certifications” for the Johnson City MTPO that must accompany amendments to the Transportation Improvement Program (TIP).

The Johnson City MTPO is required to comply with federal law to “Self Certify” they are following all regulations as identified in U.S. CFR 23 Section 450.334 and an approved certification must be sent with the entire proposed TIP or when it is amended.

It is recommended this item be approved by MTPO Executive Board by vote and accompanying resolution.

**RESOLUTION OF THE EXECUTIVE BOARD OF THE JOHNSON CITY METROPLITAN TRANSPORTATION
PLANNING ORGANIZATION (MTPO) to Re-Affirm the**

“Self Certifications and Federal Certifications”

WHEREAS, in accordance with the requirements of the U.S. Department of Transportation, the Johnson City MTPO is required to prepare a Transportation Improvement Program (TIP); and

WHEREAS, the Transportation Improvement Program (TIP) documents a cooperatively developed program of projects scheduled for implementation during the projected four-year period; and

WHEREAS, the Johnson City MTPO has adopted a Long Range Transportation Plan which serves as a guide for the development of the Transportation Improvement Program (TIP); and

WHEREAS, in accordance with the requirements set forth in MAP-21, the Johnson City MTPO Executive Board hereby determines the use of various Federal Highway Administration funds, including Surface Transportation Program, Bridge Rehabilitation and Reconstruction, STP Enhancement, National Highway System, Highway Safety Improvement Program, Interstate Maintenance, Federal Transit Administration Capital Operating and Planning, and American Recovery and Reinvestment Act of 2009, commonly referred to as Economic Stimulus funds for the Johnson City MTPO Area projects, as listed in the TIP; and

WHEREAS, the Johnson City MTPO does hereby certify that the requirements of U.S. Code 23 of the Federal Regulations 450.334 are met.

NOW THEREFORE, BE IT RESOLVED, that the Executive Board and Executive Staff of the Johnson City Metropolitan Transportation Planning Organization do hereby approve and endorse the following certifications, as set forth in U.S. 23CFR Section 450.334, as to be submitted with the Johnson City MTPO Area FY 2011-2014 Transportation Improvement Program as amended.

SELF CERTIFICATIONS AND FEDERAL CERTIFICATIONS
23CFR 450.334

- (1) 23 USC 134, 49 USC 5303 (Highway and Transit);
- (2) In non-attainment and maintenance areas, section 174 and 176 (c) and (d) of the Clean Air Act, as amended 942 U.S.C. 7504, 7506 (c) and (d) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 200d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, and national origin, sex, or age in employment or business opportunity;
- (5) Section 1101 (b) of the MAP-21 (Pub. L. 112-141) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) Provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 1201 ET. Seq.) and 49 CFR parts 27, 37 and 38;
- (8) The older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender;
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 749) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Chairperson
MTPO Executive Board

Date

Chairperson
MTPO Executive Staff

Date

ITEM 3

Consider approval of amending the FY 2011-2014 TIP to include additional Section 5307 funding for FY 2013 and FY 2014 for Johnson City Transit.

Over the past year the State of Tennessee, Multimodal Division has been in the process of revising the formula for the distribution of the "Governor's Allocation" of Federal Transit Administration funds in Tennessee. There have been several revisions of the while developing the new formula. The new formula affects Section 5307 funds, which are utilized by the Johnson City Transit Agency. Due to these various changes the Johnson City MTPO will be amending the current 2011-2014 TIP to include revised Section 5307 funding for FY 2013 and FY 2014. These funds will be used for capital expenses.

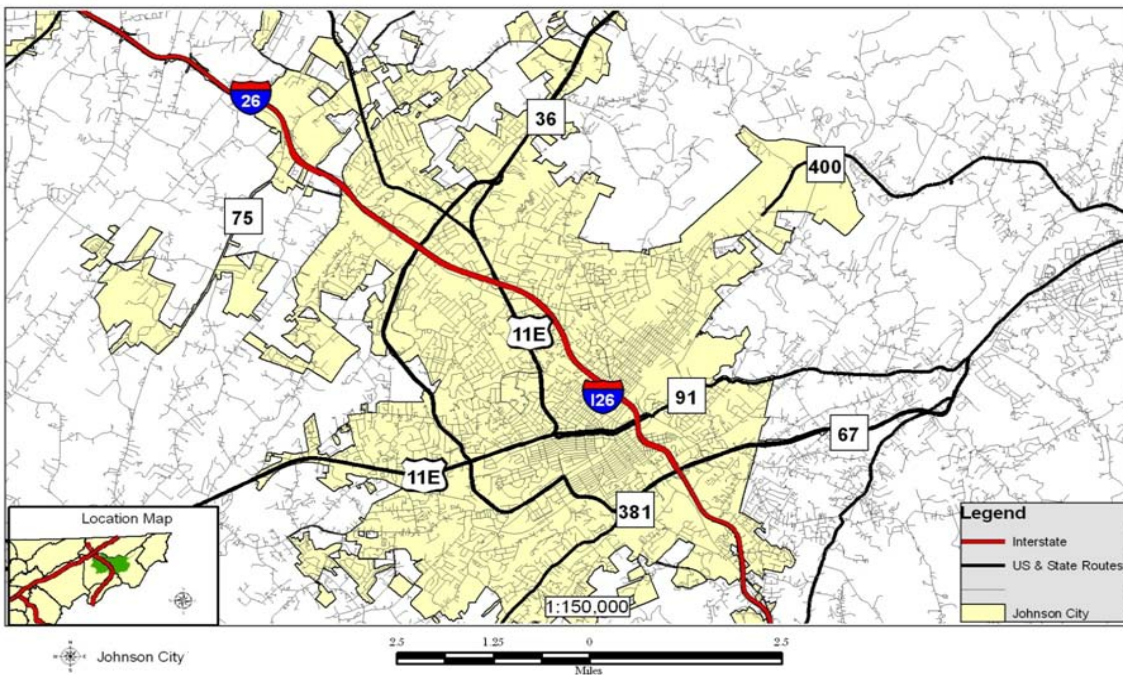
Before the Johnson City Transit Agency can apply for transit funds in Federal Transit Administration's Transportation Electronic Award Management (TEAM) system requires these funds be identified in the Transportation Improvement Program and actually requires the applicant to include the TIP page number as part of the application process. Once the application is approved in TEAM the funds are federally obligated. It should be noted there is different process for obligating federal funds for highway projects.

Included in the agenda packet are the "old TIP pages" and "new amended TIP pages" showing the funding changes.

TIP #	2011-22	TDOT PIN #		PRIORITY		LEAD AGENCY	Johnson City Transit
COUNTY/CITY	Washington/Johnson City	LENGTH	N/A	LRTP #	CONSISTENT W/PLAN	CONFORMITY STAT.	Attainment
ROUTE/PROJECT NAME	Capital Expenses	Total Project Cost	\$1,765,712	Submitted TIP			
TERMINI OR INTERSECTION	N/A						
PROJECT DESCRIPTION	Preventive maintenance and capital projects						

Fiscal Year	FUNDING TYPE	TOTAL FUNDS	FED FUNDS	STATE FUNDS	LOCAL FUNDS
2011	5307	\$468,712	\$374,970	\$46,871	\$46,871
2012	5307	\$410,000	\$328,000	\$41,000	\$41,000
2013	5307	\$443,500	\$354,800	\$44,350	\$44,350
2014	5307	\$443,500	\$354,800	\$44,350	\$44,350

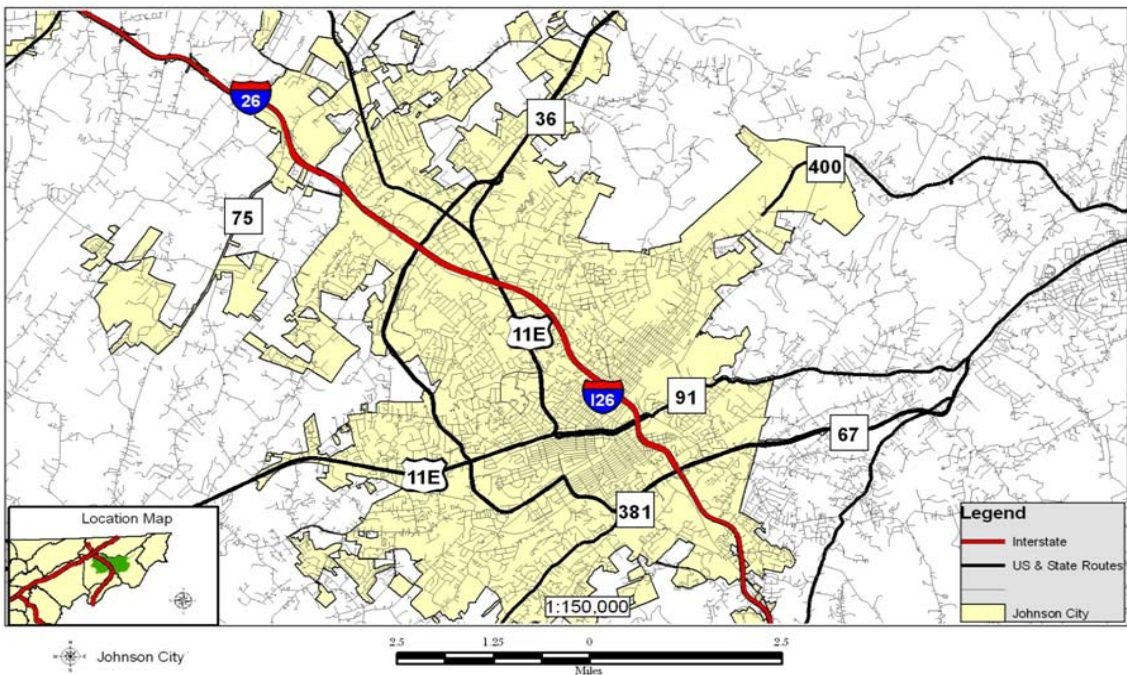
AMENDMENT #	5 (11/3/11)	ADJUSTMENT #	6 (6/30/11) 17 (2/18/13) 20 (6/17/13)	REMARKS	June 17, 2013 adjustment made per additional Section 5307 funds.



TIP #	2011-22	TDOT PIN #		PRIORITY		LEAD AGENCY	Johnson City Transit
COUNTY/CITY	Washington/Johnson City	LENGTH	N/A	LRTP #	CONSISTENT W/PLAN	CONFORMITY STAT.	Attainment
ROUTE/PROJECT NAME	Capital Expenses	Total Project Cost	\$2,092,238	Submitted TIP			
TERMINI OR INTERSECTION	N/A						
PROJECT DESCRIPTION	Preventive maintenance and capital projects						

Fiscal Year	FUNDING TYPE	TOTAL FUNDS	FED FUNDS	STATE FUNDS	LOCAL FUNDS
2011	5307	\$468,712	\$374,970	\$46,871	\$46,871
2012	5307	\$410,000	\$328,000	\$41,000	\$41,000
2013	5307	\$645,201	\$529,817	\$57,692	\$57,692
2014	5307	\$568,325	\$460,660	\$53,832	\$53,833

AMENDMENT #	<div style="background-color: yellow;">5 (11/3/11)</div> <div style="background-color: yellow;">14 (8/8/13)</div>	ADJUSTMENT #	<div style="background-color: yellow;">6 (6/30/11)</div> <div style="background-color: yellow;">17 (2/18/13)</div> <div style="background-color: yellow;">20 (6/17/13)</div>	REMARKS	This change is due to the increased Section 5307 funds, per the final change in the formula for the Governor's Allocation for small urban systems.
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Johnson City Transit Summary

	FY 2011				FY 2012			
	Federal	State	Local	Total	Federal	State	Local	Total
Anticipated Revenue	\$ 1,974,919	\$ 670,536	\$ 896,122	\$ 3,541,577	\$ 2,655,000	\$ 733,000	\$ 965,000	\$ 4,353,000
Operating Expenses	\$ 1,096,699	\$ 462,790	\$ 688,376	\$ 2,247,865	\$ 1,160,000	\$ 463,000	\$ 695,000	\$ 2,318,000
Paratransit								
Vehicles/Buses/Technology	\$ 228,250	\$ 23,375	\$ 23,375	\$ 275,000	\$ 581,000	\$ 59,500	\$ 59,500	\$ 700,000
Transfer Area	\$0	\$0	\$0	\$0	\$ 220,000	\$ 27,500	\$ 27,500	\$ 275,000
Capital Expenses	\$ 374,970	\$ 46,871	\$ 46,871	\$ 468,712	\$ 328,000	\$ 41,000	\$ 41,000	\$ 410,000
Job Access Program	\$ 150,000	\$ 75,000	\$ 75,000	\$ 300,000	\$ 241,000	\$ 79,500	\$ 79,500	\$ 400,000
New Freedom Program	\$ 125,000	\$ 62,500	\$ 62,500	\$ 250,000	\$ 125,000	\$ 62,500	\$ 62,500	\$ 250,000
Total Project Needs	\$ 1,974,919	\$ 670,536	\$ 896,122	\$ 3,541,577	\$ 2,655,000	\$ 733,000	\$ 965,000	\$ 4,353,000
Ending Balance								

	FY 2013				FY 2014			
	Federal	State	Local	Total	Federal	State	Local	Total
Anticipated Revenue	\$ 2,226,050	\$ 689,225	\$ 946,225	\$ 3,861,500	\$ 2,138,050	\$ 702,225	\$ 987,225	\$ 3,827,500
Operating Expenses	\$ 1,200,000	\$ 468,000	\$ 725,000	\$ 2,393,000	\$ 1,230,000	\$ 472,000	\$ 757,000	\$ 2,459,000
Paratransit								
Vehicles/Buses/Technology	\$ 228,250	\$ 23,375	\$ 23,375	\$ 275,000	\$ 228,250	\$ 23,375	\$ 23,375	\$ 275,000
Transfer Area	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Expenses	\$ 354,800	\$ 44,350	\$ 44,350	\$ 443,500	\$ 354,800	\$ 44,350	\$ 44,350	\$ 443,500
Job Access Program	\$ 175,000	\$ 87,500	\$ 87,500	\$ 350,000	\$ 175,000	\$ 87,500	\$ 87,500	\$ 350,000
New Freedom Program	\$ 268,000	\$ 66,000	\$ 66,000	\$ 400,000	\$ 150,000	\$ 75,000	\$ 75,000	\$ 300,000
Total Project Needs	\$ 2,226,050	\$ 689,225	\$ 946,225	\$ 3,861,500	\$ 2,138,050	\$ 702,225	\$ 987,225	\$ 3,827,500
Ending Balance								

Johnson City Transit Summary

	FY 2011				FY 2012			
	Federal	State	Local	Total	Federal	State	Local	Total
Anticipated Revenue	\$ 1,974,919	\$ 670,536	\$ 896,122	\$ 3,541,577	\$ 2,655,000	\$ 733,000	\$ 965,000	\$ 4,353,000
Operating Expenses	\$ 1,096,699	\$ 462,790	\$ 688,376	\$ 2,247,865	\$ 1,160,000	\$ 463,000	\$ 695,000	\$ 2,318,000
Paratransit Vehicles/Buses/Technology	\$ 228,250	\$ 23,375	\$ 23,375	\$ 275,000	\$ 581,000	\$ 59,500	\$ 59,500	\$ 700,000
Transfer Area	\$0	\$0	\$0	\$0	\$ 220,000	\$ 27,500	\$ 27,500	\$ 275,000
Capital Expenses	\$ 374,970	\$ 46,871	\$ 46,871	\$ 468,712	\$ 328,000	\$ 41,000	\$ 41,000	\$ 410,000
Job Access Program	\$ 150,000	\$ 75,000	\$ 75,000	\$ 300,000	\$ 241,000	\$ 79,500	\$ 79,500	\$ 400,000
New Freedom Program	\$ 125,000	\$ 62,500	\$ 62,500	\$ 250,000	\$ 125,000	\$ 62,500	\$ 62,500	\$ 250,000
Total Project Needs	\$ 1,974,919	\$ 670,536	\$ 896,122	\$ 3,541,577	\$ 2,655,000	\$ 733,000	\$ 965,000	\$ 4,353,000
Ending Balance								

	FY 2013				FY 2014			
	Federal	State	Local	Total	Federal	State	Local	Total
Anticipated Revenue	\$ 2,401,067	\$ 702,567	\$ 959,567	\$ 4,063,201	\$ 2,243,910	\$ 711,707	\$ 996,708	\$ 3,952,325
Operating Expenses	\$ 1,200,000	\$ 468,000	\$ 725,000	\$ 2,393,000	\$ 1,230,000	\$ 472,000	\$ 757,000	\$ 2,459,000
Paratransit Vehicles/Buses/Technology	\$ 228,250	\$ 23,375	\$ 23,375	\$ 275,000	\$ 228,250	\$ 23,375	\$ 23,375	\$ 275,000
Transfer Area	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Expenses	\$ 529,817	\$ 57,692	\$ 57,692	\$ 645,201	\$ 460,660	\$ 53,832	\$ 53,833	\$ 568,325
Job Access Program	\$ 175,000	\$ 87,500	\$ 87,500	\$ 350,000	\$ 175,000	\$ 87,500	\$ 87,500	\$ 350,000
New Freedom Program	\$ 268,000	\$ 66,000	\$ 66,000	\$ 400,000	\$ 150,000	\$ 75,000	\$ 75,000	\$ 300,000
Total Project Needs	\$ 2,401,067	\$ 702,567	\$ 959,567	\$ 4,063,201	\$ 2,243,910	\$ 711,707	\$ 996,708	\$ 3,952,325
Ending Balance								

RESOLUTION OF THE EXECUTIVE BOARD OF THE JOHNSON CITY METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION (MTPO) TO AMEND

THE 2011-2014 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) TO INCLUDE ADDITIONAL SECTION 5307 FUNDS FOR FISCAL YEARS 2013 AND 2014 FOR CAPITAL EXPENSES

Whereas, Johnson City Metropolitan Transportation Planning Organization (MTPO) is responsible for programming of funds for Transportation Purposes; and

Whereas, it is the responsibility of the Johnson City MTPO to program these funds for transportation projects in the Transportation Improvement Program (TIP); and

Whereas, Johnson City Transit is including funds under Federal Transit Administration (FTA) Section 5307 Urbanized Area Formula Program for Fiscal Years 2013 and 2014; and

Whereas, these additional FTA Section 5307 funds will be used for capital expenses; and

Now therefore, be it resolved that the Executive Board of the Johnson City Metropolitan Transportation Planning Organization does amend the 2011 – 2014 Transportation Improvement Program to allow the addition of Section 5307 funds for FY 2013 and 2014 for Johnson City Transit.

MTPO Executive Board, Chairperson

Date

MTPO Executive Staff, Chairperson

Date

ITEM 4

Resolution 2013-07: review and recommend approval and adoption of the FY 2014-2015 Unified Planning Work Program (UPWP).

The Johnson City MTPO has completed the draft UPWP for 2014-2015 and the document is ready for MTPO Board approval. The Unified Planning Work Program outlines tasks to be undertaken by the Johnson City MTPO, along with funding sources to complete these tasks. The new UPWP covers two federal fiscal years, starting on October 1, 2014 and ending on September 30, 2015.

Information gathered during the development of the Johnson City 2040 Metropolitan Transportation Plan (adopted March, 2013) was used in the developing work tasks for the draft UPWP. This included but was not limited public surveys and meetings with local planning staff. The draft was submitted to the Tennessee Department of Transportation, Federal Highway Administration, and Federal Transit Administration for their review and comment. During this review, comments were on the draft were provided to the MTPO from these agencies and satisfactorily addressed.

To view the FY-2014-2015 UPWP please click on the link:

http://www.jcmpto.org/UPWP/upwpfy2014_2015.pdf

It is recommended the FY 2013 UPWP be approved and adopted. This requires a Board vote and accompanying resolution.

RESOLUTION 2013-09

RESOLUTION OF THE EXECUTIVE BOARD OF THE JOHNSON CITY METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION TO ADOPT THE FY 2014-2015 UNIFIED PLANNING WORK PROGRAM (UPWP)

Whereas, a comprehensive, cooperative, and continuing transportation planning process is to be carried out in the Johnson City Metropolitan Transportation Area; and

Whereas, under Federal Planning Guidelines, Metropolitan Planning Organizations are required to submit a Unified Planning Work Program (UPWP) that identifies the transportation planning projects and planning activities to be undertaken by local, regional, and or state agencies for the Johnson City Metropolitan Transportation Planning Organization Area for Fiscal Years 2014-2015; and

Whereas, the various state, local and regional agencies involved with transportation planning for the Johnson City Metropolitan Transportation Planning Organization Area have cooperatively developed a Unified Planning Work Program for Fiscal Years 2014-2015; and

Whereas, it is the function of the Johnson City Metropolitan Transportation Planning Organization to develop and adopt an annual transportation planning work program; and

NOW THEREFORE, be it resolved by the Johnson City Metropolitan Transportation Planning Organization Executive Board does hereby approve the adoption of the Fiscal Years 2014-2015 Unified Planning Work Program (UPWP).

MTPO Executive Board, Chairman

Date

MTPO Executive Staff, Chairman

Date

ITEM 5

Memorandum of Agreement between the Tennessee Department of Transportation and the Johnson City Metropolitan Planning Organization as it relates to Adjustments and Amendments to the Transportation Improvement Program.

The State of Tennessee, Department of Transportation recently negotiated a new Memorandum of Understanding with the Federal Highway Administration regarding the State Transportation Improvement Program (STIP). In the state of Tennessee transportation planning for urbanized areas, with populations over 50,000, is conducted by the Metropolitan Transportation Planning Organizations (MTPO, TPO, or MPOs) and projects are included in the STIP by reference to the MPO TIP. Since the State of Tennessee, Department of Transportation has the oversight of MPOs and federal transportation funds for MPOs are “passed through” the state of Tennessee to the MPOs a new Memorandum of Agreement regarding the TIP must be signed by the Chairman of the Executive Board.

The new MOU streamlines and further clarifies the Adjustment / Amendment process, while reducing the bureaucratic process. It also changes the threshold for the need for amendments on a sliding scale (see The MOU has developed by the Tennessee Department of Transportation in coordination with the Federal Highway Administration and Federal Transit Administration. The previous MOU was signed in November of 2007 by Congressman Phil Roe, then Chairman of the Johnson City MTPO.

The Johnson City MTPO staff has reviewed the new MOU and concurs with the state of Tennessee the MOU will improve the transportation planning process. A copy of the new MOU is included for your information.

MEMORANDUM OF AGREEMENT
BETWEEN
THE TENNESSEE DEPARTMENT OF TRANSPORTATION
AND
THE JOHNSON CITY METROPOLITAN PLANNING ORGANIZATION

REGARDING THE DEFINITION AND NEED FOR AMENDMENTS / ADMINISTRATIVE
ADJUSTMENTS TO THE STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM /
TRANSPORTATION IMPROVEMENT PROGRAM

INTRODUCTION:

The purpose of this Memorandum of Agreement is to establish two categories of actions to meet Federal requirements and streamline the maintenance of the Statewide Transportation Improvement Program/Transportation Improvement Program (STIP/TIP). One category of action is a “STIP/TIP Amendment” and the other is a “STIP/TIP Administrative Adjustment.”

STIP/TIP AMENDMENT:

An amendment is a revision to the TIP that involves major changes to a project or the overall program and must meet the requirements of 23 CFR 450.216 and 450.326 regarding public review and comment, redemonstration of fiscal constraint, and transportation conformity. An amendment is required when changes to the STIP/TIP include:

- A major change in the total project cost (excluding groupings) (see Project Cost Change Thresholds, page 4); or
- Adding a new project or deleting a project from the TIP; or
- A major change of project scope; examples include, but are not limited to, changing the number of through-lanes, adding/deleting non-motorized facilities, changing mode (e.g., rolling stock or facility type for transit), changing capital category (i.e., transit funding), or changing termini; or
- Any change requiring a new regional air quality conformity finding, where applicable (including a grouping);

AMENDMENT DOCUMENTATION AND AUTHORIZATION PROCEDURES:

The TIP may be amended at any time, but amendments require federal approval and redetermination of TIP fiscal constraint and air quality conformity, where applicable. TDOT will review each amendment and submit the amendment to the appropriate Federal Agency. The federal agencies will review and respond to a formal written request for amendment approval from TDOT within 10 business days of receipt.

Documentation:

The MPO will send the following documentation to TDOT:

- Electronic correspondence describing the action taken and requesting review and

- approval of the proposed amendment;
- A copy of the original and amended TIP pages;
 - Documentation supporting:
 - Fiscal constraint,
 - Interested parties participation (i.e., public involvement, stakeholder involvement, and consultation),
 - Air quality conformity (in non-attainment and/or maintenance areas only), and
 - Required certifications; and
 - The resolution adopting the amendment.

For financial transactions, the MPO must identify in the documentation the origin and destination of the funds being moved.

Authorization:

The Federal Highway Administration and FTA match project authorization requests to the TIP prior to approving a request for project authorization. Therefore, all amendments to the TIP need to be approved by FHWA or FTA prior to TDOT requesting federal authorization approvals.

TIP ADMINISTRATIVE ADJUSTMENTS:

A TIP administrative adjustment is a minor change from the approved TIP. Administrative adjustments must be consistent with 23 CFR 450, but they do not require public review and comment, redemonstration of fiscal constraint, or a conformity determination in nonattainment or maintenance areas. TIP administrative adjustments are defined as follows:

- A minor change in the total project cost (see Project Cost Change Thresholds, below)
- A minor change in project description that does not change the air quality conformity finding in maintenance and/or non-attainment areas; or
- A minor change in project description/termini that is for clarification and does not change the project scope; or
- Shifting funds between projects within a TIP (i.e., funding sources and projects already identified in the TIP) if the change does not result in a cost increase greater than the amendment threshold (see Project Cost Change Thresholds, below) for the total project cost of all phases shown within the approved TIP; or
- Adding an amount of funds already identified in the STIP/TIP for the current or previous year(s) if:
 - The funds are currently identified in the STIP/TIP either in an existing project or as available funds and
 - The change does not result in a cost increase greater than the amendment threshold (see Project Cost Change Thresholds, page) for the total project cost of all phases shown within the approved TIP; or

- Moving projects from year to year within an approved TIP, except those that cross air quality horizon years; or
- Adding a prior phase, such as environmental or location study, preliminary engineering or right-of-way, to a project in the TIP so long as such a change does not result in a cost increase greater than the amendment threshold (see Project Cost Change Thresholds, below) for the total project cost of all phases shown within the approved TIP; or
- Changes required to follow FHWA or FTA instructions as to the withdrawal of funds or reestablishment of funds withdrawn at the request of FHWA or FTA; or
- Moving funds between similarly labeled groupings, regardless of percent of change; or
- Adjustments in revenue to match actual revenue receipts.

ADMINISTRATIVE ADJUSTMENT DOCUMENTATION AND AUTHORIZATION PROCEDURES:

Administrative adjustments do not require federal approval. Adjustments made to TDOT-sponsored projects in the TIP will be made by TDOT with notification to the MPO upon submission of the adjustment to FHWA/FTA. The MPO will make the changes to funding tables, and project sheets as needed without the need for distribution.

Documentation:

TDOT will send the following documentation to the MPO

- Electronic correspondence describing the action taken and
- A copy of the original and adjusted STIP pages.

PROJECT COST CHANGE THRESHOLDS:

For changes to the cost of projects (excluding groupings), a sliding scale is outlined to determine which category of revision is required. All measurements for these cost changes will be made from the last approved TIP or TIP amendment/administrative adjustment to account for incremental changes.

Total project cost of all phases shown within the approved TIP	Amendment	Administrative Adjustment
Up to \$2 million	≥75%	< 75%
\$2 million to \$15 million	≥50%	< 50%
\$15 million to \$75 million	≥40%	<40%
\$75 million and above	≥30%	<30%

PROJECT GROUPINGS:

The use of project groupings is permitted under 23 CFR 450.324 (f) for projects in an MPO's TIP. Projects that are funded by such groupings are to be of a scale small enough not to warrant individual identification and may be grouped by function, work type, and/or geographic area using the applicable classifications under 23 CFR 771.117(c) and (d) and/or 40 CFR part 93. Project groupings may only include projects that meet the following conditions: non-regionally significant, environmentally neutral, and exempt from air quality conformity.

The TIP will include a description of all grouping categories, eligible activities, and sufficient financial information to demonstrate the projects that are to be implemented using current and/or reasonably available revenues. All projects located within an MPO area must be included in the MPO TIP, including those projects that are eligible for grouping. Therefore, projects eligible for groupings that are located within the MPO planning area, may be grouped within the MPO TIP or listed individually in the MPO TIP, but may not be included in the Rural STIP.

PROJECTS CROSSING MPO BOUNDARIES

All projects whether included in a grouping or not that cross the MPO boundary and include an area outside of the MPO boundary will be listed in the TIP only.

We the undersigned, approve this Memorandum of Agreement. This Agreement will become effective upon approval of signature by all parties, and will remain in effect until amended or replaced. This Agreement may be amended at any time, but revisions will require signature by all parties. Any signatory to this Agreement may propose amendment to the agreement at any time.

SIGNATURES:

The Honorable Mayor Ralph Van Brocklin
Chairman, MPO Executive Board

Date

John C. Schroer
Commissioner
Tennessee Department of Transportation

Date

APPENDIX A: CORRESPONDENCE STANDARDS

All amendment and adjustment correspondence will be submitted to TDOT's Program Development and Scheduling Office.

Amendment Documentation:

Amendment documentation will be grouped in a single electronic document with the naming convention, "Amendment [X] ([Project#])", where [X] identifies the amendment's sequential identifier and [Project #] represents the unique project number(s) of the program element(s) being amended.

Email correspondence will use the naming convention, "Amendment [X], [Organization]" in the subject line where [X] identifies the amendment's sequential identifier and [Organization] represents name of the MPO submitting the amendment. Correspondence will include ccs to the appropriate representatives within TDOT's Long Range Planning Division.

Administrative Adjustment Documentation:

Administrative adjustment documentation will be grouped in a single electronic file and use the naming convention, "Adjustment [X] ([Project#])", where [X] identifies the administrative adjustment's sequential identifier and [Project #] represents the unique project number(s) of the program element(s) being adjusted.

Email correspondence will use the naming convention, "Adjustment [X], [Organization]" in the subject line where [X] identifies the administrative adjustment's sequential identifier and [Organization] represents name of the MPO submitting the administrative adjustment. Correspondence will include ccs to the appropriate representatives within TDOT's Long Range Planning Division.

ITEM 6

Technical correction to the Johnson City MTPO Executive Staff Bylaws

During the past year the JC MTPO staff has reviewed the Executive Staff Bylaws and saw the need for two technical corrections. The first correction addresses the elimination of the State of Tennessee, Office of Local Planning. While this office was officially eliminated from the State of Tennessee, the function of this office, including a limited number of the staff, has been established in the First Tennessee Development District under the Local Planning Office. As such the staff for the Local Planning Office conduct planning for several small jurisdictions throughout the Johnson City MTPO and are an integral part of the transportation planning process. For the Johnson City MTPO the Local Planning Office (FTDD) represents the town of Unicoi on the Executive Staff and provides assistance to the MTPO for other jurisdictions.

As such, the Executive Staff Bylaws will be change the following:

Executive Staff Membership from “Office of Local Planning Assistance: Director, Upper East Tennessee Office” to “First Tennessee Development District, Director, Local Planning.”

The second technical correction is to reflect the organizational changes within the Tennessee Department of Transportation. The titles of “Executive Director, Bureau of Planning and Development” and “Executive Director, Bureau of Operations” will be removed from the list and will simply state “State of Tennessee, Department of Transportation” to encompass all divisions of TDOT as the department has undergone several restructuring changes.

It is recommended that these corrections to the Executive Staff Bylaws be voted on and approved.

BY-LAWS OF THE
JOHNSON CITY URBAN AREA
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
EXECUTIVE STAFF

Article I -Name

The name of the organization shall be the Johnson City Urban Area Metropolitan Transportation Planning Organization Executive Staff.

Article II - Membership

The Executive Staff shall be composed of representatives of governments and agencies having functional responsibility for transportation planning and implementation in the Johnson City Urban Area. The Executive Board may designate additional Executive Staff representation as necessary. The following officials shall constitute the Executive Staff membership:

City of Johnson City: City Manager
City of Elizabethton: City Manager
Town of Jonesborough: Town Administrator
Town of Unicoi: Town Recorder
Washington County: Highway Superintendent
Carter County: Highway Superintendent
Johnson City Transit System: Director
First Tennessee Development District, Executive Director
First Tennessee Development District, Director, Local Planning
State of Tennessee, Department of Transportation

**Federal Highway Administration: Division Administrator

**Federal Transit Administration: Regional Administrator

**Non-Voting Members

Article III – Duties

1. The Executive Staff is responsible for carrying out the transportation planning program for the Urban Area under the direction of the Executive Board.
2. The Executive Staff shall receive and review reports, plans, documents, and programs prior to presentation to the Executive Board for final approval.
3. The Executive Staff shall be responsible, together with the Transportation Planning Coordinator, for coordination of all transportation planning, programming, and implementation activities among the various jurisdictions and agencies comprising the MTPO.

Article IV – Organization

1. Organization of the Executive Staff shall consist of a Chairman, a Vice-Chairman, and a Secretary.
2. The Chairman and Vice Chairman of the Executive Staff shall be elected by majority vote of a quorum of the Executive Staff. The terms of office shall be one year or until a new election is held.
3. There shall be no limitation on the number of successive terms a member may serve as Chairman or Vice Chairman, provided the membership on the Executive Staff is maintained.
4. The Transportation Planning Coordinator shall serve as permanent Secretary to the Executive Staff.

Article V - Duties of Chairman and Vice-Chairman

1. The Chairman shall preside at all meetings of the Executive Staff.
2. The Chairman shall authenticate by signature all resolutions adopted by the Executive Staff.
3. The Chairman shall represent the Executive Staff at Executive Board meetings, hearings, conferences, and other events as required.
4. In the absence of the Chairman, the Vice-Chairman shall discharge all duties of the Chairman.

Article VI - Duties of the Transportation Planning Coordinator

1. The Transportation Planning Coordinator shall coordinate and schedule all meetings of the Executive Staff, record the proceedings, and prepare and distribute the minutes thereof.
2. The Transportation Planning Coordinator shall prepare necessary resolutions and documents for Executive Staff consideration and shall ensure that such resolutions and documents are distributed to all Executive Staff members prior to meetings.
3. The Transportation Planning Coordinator shall coordinate all activities of the Johnson City Urban Area MTPO and, with technical staff assistance, shall accomplish analyses, documentation, and other responsibilities as assigned.

Article VII – Meetings

1. The Executive Staff shall meet as necessary to achieve coordination in the transportation planning, programming, and implementation process.
2. Each member of the Executive Staff may designate an alternate to attend meetings and conduct business in the member's absence.
3. Fifty per cent (50%) of the voting Executive Staff members or designated alternates shall constitute a quorum for the purpose of conducting business.

Article VIII - Amendment

These bylaws may be amended by a majority vote of a quorum at any Executive Staff meeting.

Date: August 8, 2013

ITEM 7

Other Business Update / Citizens Concerns

ITEM 8

Adjourn