

AGENDA
JOHNSON CITY MTPO
Executive Board / Executive Staff
Thursday December 19, 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 2013-12 (Vote Required)**
- Consider approval of the FY 2014-2017 Transportation Improvement Program (TIP)
 - **Resolution 2013-13 (Vote Required)**
- Consider approval of amendment to the 2014-2015 Unified Planning Work Program (UPWP) by adding task for technical specifications and assistance for procurement of new buses for Johnson City Transit.
 - **Resolution 2013-14 (Vote Required)**
- Other Business / Citizens Concerns
- Adjourn

ITEM 1

Approval of minutes from the November 21, 2013 Executive Board & Staff Meeting.

**Johnson City Metropolitan Planning Organization
Executive Board and Executive Staff Meeting,
Thursday November 21, 2013 at 10:00a.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
The Honorable Mayor Ralph Van Brocklin, City of Johnson City
Jon Hartman for the Honorable Mayor Alexander, City of Elizabethton
John Deakins for the Honorable Mayor Eldridge, Washington County
Bob Browning for the Honorable Mayor Wolfe, Town of Jonesborough

Executive Board Not Present

The Honorable Mayor Lynch, Town of Unicoi
The Honorable Mayor Humphrey, Carter County

Executive Staff Present

Pete Peterson, City of Johnson City
John Deakins, Jr., Washington County Highway Superintendent
Jerome Kitchens, Elizabethton
Donna Bridwell for Eldonna Janutolo, Johnson City Transit
Chris Craig First, TN Development District
Bob Browning, Town of Jonesborough

Executive Staff Not Present

Jack Perkins, Carter County Highway Department Superintendent

Others Attending

Glenn Berry, Johnson City MTPO
Jeff Rawles, Johnson City MTPO
Angie Carrier, City of Johnson City
Nick Weander, TDOT

Summary of Motions Passed:

- **Approved**- minutes from August 8, 2013.
- **Approved**- Resolution 2013-10- Self Certification Resolution.
- **Approved**- Resolution 2013-11- amended FY 2011-2014 TIP to include additional funding for Right-of-Way (ROW) for FY 2014 for Knob Creek Road Extension Project

Meeting Minutes:

Call to Order: Meeting called to order at 10:05 a.m. by Mayor Van Brocklin. A sign-in sheet was passed to each person.

Agenda Item 1: The minutes from the August 8, 2013 meeting were reviewed. Mr. Deakins made a motion for the board to approve the document. Mr. Hartman seconded the motion. All approved. Motion carried.

Agenda Item 2:

Consider approval of Self-Certification (**Resolution 2013-10**).

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.

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

Agenda Item 3:

Consider approval of amendment (**Resolution 2013-11**) to the FY 2011-2014 Transportation Improvement Plan (TIP) to include additional funding for Right-of-Way (ROW) for FY 2014 for the Knob Creek Road Extension Project.

Mr. Berry first introduced the new TDOT Region planner, Mr. Nick Weander. Mr. Weander will be working with the JCMTPO, Mr. Berry stated.

Mr. Berry gave an overview of the Knob Creek Road Extension Project. Mr. Berry stated that the project had been managed by TDOT in the past, but now has been given to the City of Johnson City to manage. Mr. Berry indicated that additional funding for ROW would be needed to continue this phase of the project. Mr. Berry explained the funding was coming from the FY 2014 contingency line item and from the Traffic Circle Project at Greenline Road and Peoples Street from the FY 2011-2014 TIP. Mr. Berry explained the Traffic Circle Project was not going away, but being moved to FY 2017 in the new TIP.

Mr. Kitchens asked how this will impact current/future projects in the TIP. Mr. Berry indicated projects currently in the TIP would not be adversely affected, however any new projects would using Local STP funds would be unlikely, unless other funding could be found or offset by another funding source. He went on to explain scheduling would also have an impact on when funds would be available. Mr. Berry further stated that most likely beginning in 2017 – 2019 the majority if not all of the Local-STP funds will go to the construction phase of the Knob Creek project.

Mr. Deakins made a motion for the board to approve. Mr. Peterson seconded the motion. All approved. Motion carried.

Agenda Item 4:

Update from the MTPO Coordinator on projects and Draft FY 2014-2017 TIP.

Mr. Berry stated the Draft FY 2014-2017 TIP had been reviewed by FHWA and FTA. He said all comments had been addressed and were submitted back to FHWA and FTA for final review.

Mr. Berry gave an update on the I-26 Exit 13 (Gray Exit). Mr. Berry stated that this project had been let out for bid and now had been awarded. He stated construction would begin early in 2014.

Agenda Item 5:

Other Business / Citizens Concerns

Mr. Qualls extended an invitation to anybody that would like to hear a presentation the state long range plan and funding issues facing TDOT. All members of the MTPO were interested in this type of presentation to their respective their elected officials. The jurisdictions stated they would contact the Office of Community Transportation to set up the meetings.

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

Agenda Item 6:

Mayor Van Brocklin made closing statements, and the meeting was adjourned at approximately 10:35 a.m.

ITEM 2

Resolution 2013-12: 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

Resolution 2013-13: Consider approval of the FY 2014-2017 Transportation Improvement Program (TIP).

The Johnson City MTPO has developed a new four FY 2014-2017 TIP, which identifies federal transportation funds to be used for projects the region. The MTPO has successfully addressed all comments from the Federal Highway Administration and Federal Transit Administration. Copies of the draft TIP, along with comment sheets, were made publicly available on the MTPO's website and distributed at nine locations throughout the region. In addition to this copies of the draft TIP were sent to other state and federal agencies for their review and comment. The MTPO received no public comments on the TIP during this process.

It is the recommendation of the MTPO staff the new TIP be adopted.

RESOLUTION ADOPTING 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM FOR THE JOHNSON CITY METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION

WHEREAS, in accordance with Federal requirements of the U.S. Department of Transportation, elements of the transportation planning process are to receive final approval from the Metropolitan Transportation Planning Organization; and

WHEREAS, the Transportation Improvement Program is prepared to document the cooperatively developed program of transportation projects select to be advanced during the program period; and

WHEREAS, no local highway and transit projects are eligible for Federal funds until they are programmed in the Transportation Improvement Program, and

WHEREAS, the Johnson City Metropolitan Transportation Planning Organization develop the Fiscal Year 2014-2017 Transportation Improvement Program, which represents project priorities and funding allocations for a four-year program of projects.

NOW THEREFORE, be it resolved the Executive Board of the Johnson City Metropolitan Transportation Planning Organization does hereby approve and adopts the Johnson City MTPO 2014-2017 Transportation Improvement Program.

MTPO Executive Board, Chairperson

Date

MTPO Executive Staff, Chairperson

Date

ITEM 4

Resolution 2013-14: Consider an amendment to the FY 2014 – 2015 Unified Planning Work Program for funding of technical assistance with bus procurement.

The local transit provider, Johnson City Transit, will be replacing buses in the upcoming year. Bus procurement is an extremely technical process both in developing the bus specifications and ensuring they meet the latest Federal Transit Administration guidelines. Furthermore, there is testing and acceptance involved with bus procurement to ensure the vehicles meet the specifications once delivered. As with many vehicles of this type, transit buses are not an item that can be purchased “off the lot,” but instead are built on per order basis.

The Johnson City MTPO is recommending using funds in the contingency line item of the Unified Planning Work Program, to retain the services of a contractor specializing in bus procurement to assist with the procurement process.

These funds being considered for use are “FHWA 112 Planning Funds” designated by the Federal Highway Administration to the MTPO. Before making this recommendation, the Johnson City MTPO requested TDOT to contact the FHWA and ensure this was an eligible expense. FHWA stated this is an eligible expense for FHWA PL 112 planning funds. FHWA 112 funds will provide 80 percent of the cost for a consultant with the remaining 20 percent coming from local match.

The Johnson City MTPO staff recommends utilizing these funds for this purpose as outlined as Task H in the UPWP Amendment.

Task H.

Technical Specifications and Assistance for Johnson City Transit Bus Procurement

Responsible Agency: JC MTPO/Johnson City Transit

Purpose: To assist the Johnson City Transit System in the procurement of transit buses

Previous Work: New Task

Activities for FY 2014-2015: To utilize professional services in developing technical specifications to be used in the procurement process (Request for Proposal) for replacement buses in the Johnson City Transit fleet that have reached the end of their useful life cycle. This includes the following:

- Develop the technical specifications section for the procurement of the new buses to be purchased.
- Review the RFP developed and compiled by the local transit provider, including all FTA regulations and technical specifications for the buses.
- Assist the local transit provider with the technical review of the submitted proposals to ensure compliance and acceptability per FTA regulations.
- Oversee the actual delivery of the buses to ensure the vehicles meet the specifications and function properly.

End Products (Schedule):

JCMTPO

- Late 2014

MAP-21 Factors Considered: All MAP-21 factors will be considered during this process.

Task H- FY 2014

PL112	Local	JC MTPO total	SPR	State SPR Match	State SPR Total	Total
\$60,000	\$15,000	\$75,000	\$0	\$0	\$0	\$75,000

Task H- FY 2015

PL112	Local	JC MTPO total	SPR	State SPR Match	State SPR Total	Total
\$0	\$0	\$0	\$0	\$0	\$0	\$0

Task G
Contingency

Old Page

This line item will be available to support any cost overruns or new projects for the Fiscal Years 2014-2015 work program. Use of the contingency fund will require an amendment to the UPWP which requires approval by the JC MTPO Executive Board.

TABLE II			
Contingency			
FISCAL YEAR 2014			
FEDERAL HIGHWAY ADMINISTRATION			
AGENCY	FHWA PL-112	LOCAL MATCH	TDOT MATCH
Federal	\$ 118,272	\$ -	\$ -
State	\$ -	\$ -	\$ -
MPO	\$ -	\$ 29,568	\$ -
TOTAL	\$ 118,272	\$ 29,568	\$ - \$ 147,840

TABLE II			
Contingency			
FISCAL YEAR 2015			
FEDERAL HIGHWAY ADMINISTRATION			
AGENCY	FHWA PL-112	LOCAL MATCH	TDOT MATCH
Federal	\$ 14,272	\$ -	\$ -
State	\$ -	\$ -	\$ -
MPO	\$ -	\$ 3,568	\$ -
TOTAL	\$ 14,272	\$ 3,568	\$ - \$ 17,840

Task G
Contingency

New Page

This line item will be available to support any cost overruns or new projects for the Fiscal Years 2014-2015 work program. Use of the contingency fund will require an amendment to the UPWP which requires approval by the JC MTPO Executive Board.

TABLE II
Contingency
FISCAL YEAR 2014

FEDERAL HIGHWAY ADMINISTRATION

AGENCY	FHWA PL-112	LOCAL MATCH	TDOT MATCH
Federal	\$ 58,272	\$ -	\$ -
State	\$ -	\$ -	\$ -
MPO	\$ -	\$ 14,568	\$ -
TOTAL	\$ 58,272	\$ 14,568	\$ - \$ 72,840

TABLE II
Contingency
FISCAL YEAR 2015

FEDERAL HIGHWAY ADMINISTRATION

AGENCY	FHWA PL-112	LOCAL MATCH	TDOT MATCH
Federal	\$ 14,272	\$ -	\$ -
State	\$ -	\$ -	\$ -
MPO	\$ -	\$ 3,568	\$ -
TOTAL	\$ 14,272	\$ 3,568	\$ - \$ 17,840

Budget Summary

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Table I									
Funding Sources- Johnson City Urban Area									
Fiscal Year 2014									
	FEDERAL HIGHWAY ADMINISTRATION				FEDERAL TRANSIT ADMINISTRATION				
TASK	PL	LOCAL MATCH	SPR	STATE MATCH	5303	TDOT MATCH	LOCAL MATCH	TOTAL	
A1. Administration	\$96,000.00	\$24,000.00	\$10,234.00	\$2,559.00	\$0.00	\$0.00	\$0.00	\$132,793.00	
A2. Data Inventories	\$96,000.00	\$24,000.00	\$12,247.00	\$3,062.00	\$0.00	\$0.00	\$0.00	\$135,309.00	
B. LRTP	\$16,000.00	\$4,000.00	\$27,381.00	\$6,845.00	\$0.00	\$0.00	\$0.00	\$54,226.00	
C1. TIP	\$16,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000	
C2. TIP Database software dev.	\$80,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000	
D. Transit Admin. & Data Base	\$0.00	\$0.00	\$0.00	\$0.00	\$36,000.00	\$4,500.00	\$4,500.00	\$45,000	
E. Regional GIS Server	\$48,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,000	
F. Regional Bicycle Study	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	
G. Contingency	\$118,272.00	\$29,568.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$147,840	
TOTAL	\$470,272	\$117,568	\$49,862	\$12,466	\$36,000	\$4,500	\$4,500	\$695,168	

Budget Summary

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Table I
Funding Sources- Johnson City Urban Area
Fiscal Year 2014

FEDERAL HIGHWAY ADMINISTRATION FEDERAL TRANSIT ADMINISTRATION

TASK	PL	LOCAL MATCH	SPR	STATE MATCH	5303	TDOT MATCH	LOCAL MATCH	TOTAL
A1. Administration	\$96,000.00	\$24,000.00	\$10,234.00	\$2,559.00	\$0.00	\$0.00	\$0.00	\$132,793.00
A2. Data Inventories	\$96,000.00	\$24,000.00	\$12,247.00	\$3,062.00	\$0.00	\$0.00	\$0.00	\$135,309.00
B. LRTP	\$16,000.00	\$4,000.00	\$27,381.00	\$6,845.00	\$0.00	\$0.00	\$0.00	\$54,226.00
C1. TIP	\$16,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000
C2. TIP Database software dev.	\$80,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000
D. Transit Admin. & Data Base	\$0.00	\$0.00	\$0.00	\$0.00	\$36,000.00	\$4,500.00	\$4,500.00	\$45,000
E. Regional GIS Server	\$48,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,000
F. Regional Bicycle Study	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
G. Contingency	\$58,272.00	\$14,568.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$72,840
H. Tech Specs & Assistance for JCT Bus Procurement	\$60,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000
TOTAL	\$470,272	\$117,568	\$49,862	\$12,466	\$36,000	\$4,500	\$4,500	\$695,168

Budget Summary

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TABLE III			
Agency Participation- Johnson City Urban Area			
FISCAL YEAR 2014			
TASK	TDOT/SPR	MPO	TOTAL
A1. Administration	\$ 12,793.00	\$ 120,000.00	\$ 132,793
A2. Data Inventories	\$ 15,309.00	\$ 120,000.00	\$ 135,309
B. Long Range Planning	\$ 34,226.00	\$ 20,000.00	\$ 54,226
C1. TIP	\$ -	\$ 20,000.00	\$ 20,000
C2. TIP Database Software Dev.	\$ -	\$ 100,000.00	\$ 100,000
D. Transit Admin. & Data Base	\$ -	\$ 45,000.00	\$ 45,000
E. Regional GIS Server	\$ -	\$ 60,000.00	\$ 60,000
F. Regional Bicycle Study	\$ -	\$ -	\$ -
G. Contingency	\$ -	\$ 147,840.00	\$ 147,840
TOTAL	\$ 62,328.00	\$ 632,840.00	\$ 695,168

Budget Summary

New Page

TABLE III			
Agency Participation- Johnson City Urban Area			
FISCAL YEAR 2014			
TASK	TDOT/SPR	MPO	TOTAL
A1. Administration	\$ 12,793.00	\$ 120,000.00	\$ 132,793
A2. Data Inventories	\$ 15,309.00	\$ 120,000.00	\$ 135,309
B. Long Range Planning	\$ 34,226.00	\$ 20,000.00	\$ 54,226
C1. TIP	\$ -	\$ 20,000.00	\$ 20,000
C2. TIP Database Software Dev.	\$ -	\$ 100,000.00	\$ 100,000
D. Transit Admin. & Data Base	\$ -	\$ 45,000.00	\$ 45,000
E. Regional GIS Server	\$ -	\$ 60,000.00	\$ 60,000
F. Regional Bicycle Study	\$ -	\$ -	\$ -
G. Contingency	\$ -	\$ 72,840.00	\$ 72,840
H. Tech Specs & Assistance for JCT Bus Procurement	\$ -	\$ 75,000.00	\$ 75,000
TOTAL	\$ 62,328.00	\$ 632,840.00	\$ 695,168

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

TO AMEND

THE FY 2014-2015 UNIFIED PLANNING AND 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 MPO's are required to submit a Unified Planning and 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 MTPO Area for Fiscal Year 2010;and

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

Whereas, an amendment was required to the FY 2014-2015 UPWP to reflect the addition of new Task H for technical specifications and assistance for procurement of new buses for Johnson City Transit.

NOW THEREFORE, be it resolved the Executive Board of the Johnson City Metropolitan Transportation Planning Organization does amend the FY 2014 – 2015 UPWP to show the addition of new Task H for technical specifications and assistance for procurement of new buses for Johnson City Transit.

Chairperson
MTPO Executive Board

Date

Chairperson
MTPO Executive Staff

Date

ITEM 5

Other Business Update / Citizens Concerns

ITEM 6

Adjourn