

AGENDA
JOHNSON CITY MTPO
Executive Board / Executive Staff
Thursday, April 28, 2022 at 10:00 a.m.
Johnson City Transit Center, Training Room

- **Call to Order**
- **Item 1:** Public Input – Open to public
- **Item 2:** Approval of Minutes from the January 27, 2022 Meeting
- **Item 3:** Consider approval of a resolution to adopt the 2022 Johnson City Urbanized Area Coordinated Public Transit – Human Services Transportation Plan
 - **Resolution 2022-01 (Vote Required)**
- **Item 4:** Consider endorsement of the projected revenues and assumptions for the update to the Metropolitan Transportation Plan (MTP)
 - **Voice vote required**
- **Item 5:** Other Business
- **Adjourn**

ITEM 1

Public Input

ITEM 2

Approval of the minutes from the January 27, 2022 Meeting

JOHNSON CITY MTPO
Minutes of the Executive Board and Executive Staff Meeting
Thursday, January 27, 2022 at 10:00 a.m.
Location: Johnson City Transit Center, Training Room

Executive Board Present

Cathy Ball for the Honorable Mayor Joseph C. Wise, City of Johnson City, Chairman
Logan Engle for the Honorable Mayor Curt Alexander, City of Elizabethton
Johnny Deakins, Jr. for the Honorable Mayor Joe Grandy, Washington County
Ronda Sawyer for the Honorable Governor Bill Lee, State of Tennessee
Johnny Deakins, Jr., Tennessee County Highway Officials Association

Executive Board Not Present

The Honorable Mayor Richard Bowling, Town of Bluff City
The Honorable Mayor Chuck Vest, Town of Jonesborough
The Honorable Mayor Kathy Bullen, Town of Unicoi
The Honorable Mayor Patty Woodby, Carter County

Executive Staff Present

Cathy Ball, City of Johnson City, Chairman
Logan Engle for Daniel Estes, City of Elizabethton
Jeff Rawles for Eldonna Janutolo, Johnson City Transit
Johnny Deakins, Jr., Washington County Highway Department
Ronda Sawyer, Tennessee Department of Transportation (TDOT)

Executive Staff Not Present

The Honorable Mayor Richard Bowling, Town of Bluff City
Glenn Rosenoff, Town of Jonesborough
Debbie Kessler, Town of Unicoi
Roger Colbaugh, Carter County Highway Department
Susan Reid, First Tennessee Development District
Federal Highway Administration (FHWA)
Federal Transit Administration (FTA)

Others Attending

Glenn Berry, Johnson City MTPO
Mary Butler, Johnson City MTPO
Kim Kreckow, Johnson City MTPO/Transit
Jon McCurry, NET Trans
Tracy Kissel, NET Trans
Randy Dodson, Mattern & Craig
Jeremiah Davis, RK&K
Ben Claxton, RK&K
John Houghton, KCI

Summary of Motions:

- **Approved** – Minutes from December 8, 2021 meeting; and
- **Endorsed** the following items to support the update to the Metropolitan Transportation Plan:
 - Public and Stakeholder Engagement Plan;
 - Population and Employment Control Totals; and
 - Goals, Objectives and Performance Measures.

Call to Order: Meeting called to order at 10:08 a.m. by the Acting Chairman, Ms. Cathy Ball, standing in for the Honorable Mayor Joseph C. Wise. Ms. Ball proceeded to call the meeting into order. Mr. Glenn Berry wanted to acknowledge that we lost one of our Executive Board members, Mayor Irene Wells. She passed away in December. She was an active member of the Board and attended almost every meeting. The traffic signal in Bluff City was recently completed and Mayor Wells was especially excited to see that happen. Bluff City has also recently received a Multimodal Access Grant from TDOT, after Mayor Wells applied several times, and Mr. Berry wishes she had been able to see that come to pass.

Agenda Item 1: Chairman Ms. Ball asked if there was any input from the public. Mr. Berry asked for the staff from the firm RK&K (Rummel, Klepper and Kahl) to introduce themselves. Mr. Jeremiah Davis and Mr. Ben Claxton are from the Bristol office and wanted to drop by. Mr. Berry also introduced Mr. Randy Dodson of Mattern and Craig. There were no further comments from the public.

Agenda Item 2: The minutes from the December 8, 2021 meeting were reviewed.

Mr. John Deakins Jr. made a motion for the board to approve the minutes of the December 8, 2021 meeting. Ms. Ronda Sawyer seconded the motion.

All approved. **Motion carried.**

Agenda Item 3: Chairman Ms. Ball moved to Item 3, for the Executive Board to consider endorsement of several items that concern the update to the Metropolitan Transportation Plan (MTP).

Mr. Berry provided a short introduction of the MTP project. The MTPO has hired the firm of KCI from Nashville to complete the update of the MTP. He turned the meeting over to Mr. John Houghton of KCI.

Mr. Houghton gave a presentation on the MTP and showed a timeline of the project process. The MTP document will be drafted by June to accommodate the state and federal review process. The goal is to adopt the new plan by February 18, 2023, which is five years from the adoption of the previous plan.

Mr. Houghton explained the process for public participation for the MTP is more involved than other plans. He explained the number of meetings that will be held over the entire update process, including four Executive Board meetings, three public meetings, and five stakeholder meetings. The public survey is now available on the MTPO's website.

Mr. Houghton explained how the population and employment control numbers are used by the Travel Demand Model (TDM) to forecast growth over the next 30 years. He showed a map that differentiates between the Metropolitan Planning Area boundary (which includes the Johnson City Urbanized Area and the areas expected to become urban over the next 20 years) and the whole county areas covered by the TDM. The exception is Sullivan County, where only a portion that includes Bluff City is included (the rest is in either Kingsport's or Bristol's MPAs). There are many sources to consider to establish population forecasts, including the Decennial Census, Statewide Travel Demand Model, Woods and Poole, and the University of Tennessee Boyd Center. It was determined by the MTPO staff and KCI that the data from the Statewide Travel Demand Model best represented the future growth for the MPA. Mr. Houghton also explained that employment data was available from Woods and Poole and Infogroup, but the Infogroup data is able to provide an employment count by location, which is more accurate.

Lastly, Mr. Houghton reviewed the goals and objectives that were proposed, that mirror the national objectives in the federal law. He also described that this plan will consider the performance measures for safety, bridge and pavement conditions, reliability, transit safety, and transit asset management.

Ms. Sawyer made a motion for the board to endorse the three items for the update to the MTP. Mr. Deakins seconded the motion.

All approved. **Motion carried.**

Agenda Item 4: Chairman Ms. Ball moved to Item 4, Other Business. Mr. Berry announced that the MTPO staff is working on the new Transportation Improvement Program. He reminded the members that they need to be gathering information about their projects, and to provide estimates by project phases, i.e., Preliminary Engineering (PE)- NEPA, PE-Design, Right-Of-Way, and Construction. He also asked that projects be provided by mid-March. The MTPO staff will be checking the eligibility of projects submitted with the current MTP.

Ms. Butler also updated the members to expect a link to the MTP survey. We would appreciate their help in distributing the survey throughout their jurisdiction, email lists and employees.

Mr. Randy Dodson asked for an update on the merging of MPOs. Mr. Berry explained there is no proposal to merge the MPOs. He explained the Census Bureau's process of defining urban and rural areas and the proposal of criteria to draw the boundaries of urban areas. The criteria have not yet been finalized, but Mr. Berry gave an overview of some of the proposed methods. He also explained that it will be up to the Census Bureau to draw those urban area lines and they will determine if two or three urbanized areas combine. When asked what he thought would happen with the urbanized areas, Mr. Berry said he truly did not know. It all depends on what criteria the U.S. Census Bureau decides to use. He further stated that after the urban areas are defined, FHWA would designate Transportation Management Areas which adds additional requirements for MPOs. It will be a local process to determine what happens to the two or three MPOs. KCI just completed a Transportation Management Area Study for the Johnson City MTPO that covers this issue, and the documents, along with a StoryMap, are available on the MTPO's website at <https://jcmppo.org/studies.html>.

Ms. Sawyer asked about the trend of working from home and how that would affect the employment numbers. Mr. Houghton said in her specific situation it would most likely be captured in Washington County. He stated that in Tennessee's Statewide Travel Demand Forecast employment population they worked with local MPOs across the state on issues like this, as they often know what is going on in their community better than national firms. He also stated in the case where a person has one job at an employer and another home base job, only one job was counted and it was the one using a "trip to work."

Adjourn: There being no further business, Chairman Ms. Ball adjourned the meeting at 11:15 a.m.

ITEM 3

Resolution 2022-01: Consider approval of a resolution to adopt the 2022 Johnson City Urbanized Area Coordinated Public Transit – Human Services Transportation Plan

Beginning with the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), passed by Congress in 2005, federal transit law required that projects selected for funding under Section 5310 (Enhanced Mobility of Seniors & Individuals with Disabilities) Program be “included in a locally developed, coordinated public transit-human services transportation plan,” (shortened to coordinated plan) and that the plan be “developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public” utilizing transportation services. These coordinated plans identify the transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting these needs, and prioritize transportation services for funding and implementation.

The MTPO Staff started the update to the Johnson City Urbanized Area Coordinated Plan in 2021, prior to starting the update to the 2050 Metropolitan Transportation Plan (MTP), in order for area agencies to continue to apply for funding for eligible projects included in the Coordinated Plan.

A summary of the seven goals and prioritized strategies are shown starting on the next page.

To view the full Johnson City Urbanized Area Coordinated Plan, please click on the link to the document on our website: https://icmpo.org/coordinated_plan/JC%20HSTP_Final%20Draft_03_31_22.pdf.

Also, a full presentation was shown during a workshop on March 31, 2022. A recording of that presentation is available on YouTube at this link: <https://youtu.be/iRheX5NXqQQ>.

It is recommended the Johnson City Urbanized Area Coordinated Plan be adopted by the Johnson City MTPO Executive Board by vote and accompanying resolution.

Johnson City Urbanized Area Public Transit – Human Services Transportation Plan - Goals Summary

Goal 1	Needs Addressed	Priority Ranking	Strategies	Comparative Costs
Establish a coordinated transportation framework	Create efficiencies and improve access to resources for older adults, individuals with disabilities, people with low incomes, and the general public	High	Hire a mobility manager for Johnson City Transit.	\$\$
		High	Develop a robust Mobility Management program for Johnson City Transit and NET Trans.	\$
Goal 2	Needs Addressed	Priority Ranking	Strategies	Comparative Costs
Ensure funding and resources continue to be available for maintaining existing transportation services	Continue the transportation services that are effectively serving the urban area today; Seek opportunities to address driver and staff shortages; Secure fleet replacement and expansion vehicles in a timely manner; Seek opportunities to identify cost efficiencies to counter the impact of inflation	High	Fleet planning to ensure vehicles are replaced and expansion vehicles are procured in a timely manner. Prepare through coordination, if possible, for national supply chain shortages.	\$
		High	Driver recruitment efforts to support public and human service agency transportation programs.	\$
		Medium	Encourage agencies to use State Contract when possible, to maximize cost efficiency while still making transportation a priority.	\$
		Medium	Encourage agencies to hire Mobility Managers to coordinate and implement structured transfer points or regional services to efficiently and effectively address transportation needs that cross outside of the Urban Area boundaries.	\$\$
		High	Identify new funding to sustain/expand Job Access Program. Include funding to advertise the program.	\$\$\$

Goal 3	Needs Addressed	Priority Ranking	Strategies	Comparative Costs
Service Expansions for Access to Jobs and College	Expand access to employment and colleges	High	Expand the Job Access Program to include access to colleges other than ETSU (i.e., Tennessee College of Applied Technology).	\$\$\$
		High	Shared-ride, demand response or shuttle service for access to employment - designed around shift work.	\$\$\$
Goal 4	Needs Addressed	Priority Ranking	Strategies	Comparative Costs
Transportation Service Expansions	Connectivity between cities in the urbanized area; Passenger assistance when using fixed routes; Passenger safety; Same-day transportation options; First/last mile transportation options for fixed route transit riders	High	Explore transportation options connecting cities in the urbanized area for non-emergency medical transportation, employment, and other purposes.	\$
		Medium	Directly operate or enter into contractual partnerships with private transportation services or other organizations to operate demand response transportation during evening hours. Service must meet requirements of the Americans with Disabilities Act.	\$\$\$
		Medium	Study passenger waiting areas and accessibility to the bus stops to ensure passengers can safely access and use the bus stop or shelter. Include notices to passengers on how to report sidewalks or bus stops that are not accessible.	\$\$
		High	Seek sustainable funding to supplement the out-of-pocket cost to the passenger for on-demand/same-day transportation services provided by approved vendors.	\$\$
		High	Consider a First/Last Mile Feasibility Study to promote access to JCT for people with disabilities. Where JCT has identified significant densities of older adults and individuals with disabilities within 1/4 mile of the stop, implement first/last mile assistance or curb-to-curb service options.	\$\$

Goal 5	Needs Addressed	Priority Ranking	Strategies	Comparative Costs
Transit Technology	Customer service enhancements; Improved efficiency for paratransit trip scheduling	High	JCT electronic fare payment system.	\$\$\$\$
		High	JCT upgrade software for paratransit. Consider software purchase that is compatible with NET Trans in case future coordination of paratransit and regional demand response trips is desired.	\$\$\$\$
Goal 6	Needs Addressed	Priority Ranking	Strategies	Comparative Costs
Enhance and Coordinate Transportation Information and Referral Process	Coordinated promotion may streamline marketing and outreach costs for partnering agencies; Maximizes service efficiency by implementing a central point of contact and reducing duplication of information and referral	Medium	Promote Contact 211 of Northeast Tennessee as a single point of contact for information about transportation in the Urbanized Area. Utilize advertising outlets including local TV stations, newsletters, and signs at human service agencies, senior centers, transit buses, etc.	\$\$
		High	Establish policies that would allow Contact 211 of Northeast Tennessee to directly hand-off a caller to the appropriate transportation provider or call center to schedule a trip with one or multiple providers.	\$\$

Goal 7	Needs Addressed	Priority Ranking	Strategies	Comparative Costs
Information and Awareness	Improves awareness about the benefits of existing transportation services and builds support for addressing the challenges and gaps through funding or other dedicated support services	High	Educate community leaders about the benefits of transportation and available resources.	\$
		High	Develop a coordinated approach to increase public awareness about available transportation resources.	\$
		Medium	Identify a leader/champion(s) to participate in the regional coordinating council and represent the Johnson City Urbanized Area transportation needs.	\$
		High	Conduct Mobility Manager meetings to discuss challenges/needs and grant opportunities that support solutions with the agency Mobility Managers.	\$
Goal 8	Needs Addressed	Priority Ranking	Strategies	Comparative Costs
Enhance transportation service levels for older adults, individuals with disabilities, and people with low incomes	Enhanced service levels for older adults and individuals with disabilities; Promotes independent travel through travel training; Expands volunteer driver programs that offer a higher level of service	High	Transportation Voucher Program for volunteer drivers serving veterans, individuals with disabilities, and people with low incomes.	\$\$
		High	Identify funding to expand the MyRide Tennessee Program.	\$\$
		High	Coordinated Travel Training Program for partnering transportation providers.	\$\$

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

To adopt the 2022 Johnson City Urbanized Area Coordinated Public Transit – Human Services Transportation Plan

WHEREAS, the Johnson City MTPO took the lead to update the Coordinated Public Transit-Human Services Transportation Plan for the Johnson City Urbanized Area; and

WHEREAS, the Federal Transit Administration Section 5310 Program, “Enhanced Mobility for Seniors and Individuals with Disabilities,” requires that eligible projects be included in a locally developed Coordinated Plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, and strategies and priorities for meeting local needs; and

WHEREAS, local transportation service providers, human services agencies and the MPO worked together to: 1) assess the needs of the target population, 2) evaluate available services and current transportation providers, 3) identify gaps between current services and needs, and 4) to develop and prioritize strategies to address identified gaps; and

WHEREAS, the collaborative efforts of local transportation service providers, human service agencies and the MPO culminated in the production of a revised Coordinated Plan; and

WHEREAS, Local, state and federal government officials and the public were afforded an opportunity to comment on the aforementioned Coordinated Plan; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Board and Executive Staff of the Johnson City Metropolitan Transportation Planning Organization does hereby adopt the 2022 Johnson City Urbanized Area Coordinated Public Transit-Human Services Transportation Plan.

MTPO Executive Board, Chair

Date

MTPO Executive Secretary

Date

ITEM 4

Consider endorsement of the projected revenues and assumptions for the update to the Metropolitan Transportation Plan (MTP)

The Metropolitan Transportation Plan (MTP), formerly called the Long-Range Transportation Plan, is one of the core transportation planning documents that Metropolitan Planning Organizations (MPO) are required to do. This plan is an update to the 2045 MTP to reflect current and future transportation conditions from 2020 to 2050 for the Johnson City MTPO Region. KCI Technologies is the consultant that is updating the plan.

KCI has drafted revenue projections for ensuring the recommended improvements listed in the MTP are fiscally constrained, a federal metropolitan planning requirement. KCI has reviewed historic funding levels from 2016-2020 from the following sources:

- Past Transportation Improvement Programs (TIP) for Federal and State Obligations
- Municipal Budgets for Capital and Operations and Maintenance (O&M)

Shown below is a table of historic capital revenues for both roadway and transit.

Historic Capital Revenues

Type	Revenue Source	Historic Annual Average		
		Federal Share	Non-Federal Share	Total
Roadway	HSIP	\$1,931,604	\$214,623	\$2,146,227
	NHPP	\$7,484,792	\$1,871,198	\$9,355,990
	STBG-M	\$1,315,271	\$328,818	\$1,644,089
	STBG-S	\$2,957,742	\$739,436	\$3,697,178
	Discretionary Funds (TAP, etc.)	\$252,041	\$63,010	\$315,051
	Local Funding	\$--	\$2,172,708	\$2,172,708
	Roadway Sub-Total	\$13,941,451	\$5,389,793	\$19,331,243
Transit	5307 Urbanized Area	\$410,321	\$86,418	\$496,739
	5310 Enhanced Mobility	\$327,863	\$79,378	\$407,241
	5339 Bus and Bus Facilities	\$170,000	\$30,000	\$200,000
	Transit Sub-Total	\$908,184	\$195,796	\$1,103,980

The following tables show the projected revenue for roadway and transit.

Projected Revenues

Type	Revenue Source	Projected Revenues		
		FY 2023-2030	FY 2031-2050	Total
Roadway	HSIP	\$18,789,416	\$62,321,000	\$81,110,416
	NHPP	\$81,908,220	\$271,676,000	\$353,584,220
	STBG-M	\$14,393,388	\$47,740,000	\$62,133,388
	STBG-S	\$32,367,420	\$107,357,000	\$139,724,420
	Discretionary Funds (TAP, etc.)	\$2,758,154	\$9,148,000	\$11,906,154
	Local Funding	\$19,021,251	\$63,090,000	\$82,111,251
	Roadway Sub-Total	\$149,519,982	\$561,333,000	\$710,852,982
Transit	5307 Urbanized Area (Capital)	\$4,348,765	\$14,424,111	\$18,772,877
	5307 Urbanized Area (Operating)	\$31,147,366	\$103,310,489	\$134,457,854
	5310 Enhanced Mobility	\$3,565,244	\$11,825,304	\$15,390,547
	5339 Bus and Bus Facilities	\$1,750,926	\$5,807,521	\$7,558,447
	Transit Sub-Total	\$40,812,301	\$135,367,425	\$176,179,725

The projected revenues and assumptions were provided to TDOT and FHWA for comments prior to this meeting. Several comments were received and addressed.

The MTPO staff recommends endorsement of the projected revenues and assumptions. This action requires a voice vote.

ITEM 5

Other Business

Adjourn