

**Johnson City Metropolitan Planning Organization
Executive Board and Executive Staff Meeting,
Thursday August 8, 2013 at 10:00a.m.
Johnson City Transit Center, 1st Floor Training Room
137 West Market Street, Johnson City, TN**

Executive Board Present

Deborah Fleming 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
The Honorable Mayor Humphrey, Carter County
John Deakins for 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
Jerome Kitchens, Elizabethton
Jane Fillers for Eldonna Janutolo, Johnson City Transit
Rebecca Ketchie for Glen Rosenoff, First TN Development District

Executive Staff Not Present

Jack Perkins, Carter County Highway Department Superintendent
Bob Browning, Town of Jonesborough

Others Attending

Glenn Berry, Johnson City MTPO
Jeff Rawles, Johnson City MTPO
Mary Butler, JC MTPO/JCT
Mike Potter, City of Elizabethton
Angie Carrier, City of Johnson City
Randy Dodson, Mattern & Craig

Summary of Motions Passed:

- **Approved-** minutes from May 7, 2013.
- **Approved-** Resolution 2013-07- Self Certification Resolution.
- **Approved-** Resolution 2013-08- amended FY 2011-2014 TIP to include additional Section 5307 funding for FY 2013 and FY 2014 for Johnson City Transit.
- **Approved-** Resolution 2013-09- approved FY 2014-2015 UPWP.
- **Approved-** Approved Memorandum of Agreement (MOA) between the TN Department of Transportation and Johnson City Metropolitan Transportation Planning Organization as it relates to Adjustments and Amendments to the TIP.
- **Approved-** Technical corrections t the Johnson City MTPO Executive Staff Bylaws.

Meeting Minutes:

Call to Order: Meeting called to order at 10:00 a.m. by Mayor Van Brocklin. A sign-in sheet was passed to each person.

Agenda Item 1: The minutes from the May 7, 2013 meeting were reviewed. Mr. Peterson 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 2013-07**).

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

Agenda Item 3:

Consider approval of amendment (**Resolution 2013-08**) to the FY 2011-2014 Transportation Improvement Plan (TIP) to include additional Section 5307 funding.

Mr. Berry stated the Johnson City Transit System had received additional 5307 funding and the new funds were over the current amount threshold for TIP adjustments and therefore a TIP amendment was required. Mr. Berry stated TDOT had been working on a new 5307 funding formula for several months with the latest version formula changing the amount of federal funding received by Johnson City Transit. Since these are federal funds and must be shown in the TIP.

Ms. Jane Fillers stated additional 5307 funds were provided to Johnson City Transit however this was a onetime increase. She went on to state 5307 funds were used for operating assistance for JCT.

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

Agenda Item 4:

Consider approval of (**Resolution 2013-09**) FY 2014-2015 Unified Planning Work Program (UPWP).

The UPWP was presented by Mr. Berry and he stated the new work program would cover two years, whereas in the past, the UPWP had only covered one year. He explained, by expanding the UPWP to two years, this would streamline the UPWP process. He also pointed out this was recommended by Tennessee Department of Transportation and the Federal Highway Administration.

Mr. Berry stated the new work program included a new server to be used for GIS. He went on to state the server would include all the hardware and software needed to run the server and that the system would be designed to be redundant to ensure the integrity of the system.

He clarified that by adopting the UPWP this did not circumvent the City's Commission's decision making process and that all proposals, equipment, etc. would still go through the city's purchasing procedures and to the City Commission for final approval. He asked if there were any additional questions. There were none.

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

Agenda Item 5:

Consider approval of Memorandum of Agreement (MOA) between the TN Department of Transportation and Johnson City Metropolitan Transportation Planning Organization as it relates to adjustments and amendments to the Transportation Improvement Program (TIP).

Mr. Berry explain the Tennessee Department of Transportation and the Federal Highway Administration had reached a new Memorandum of Agreement which regarding the thresholds for TIP amendments and adjustment's. Previously any project that needed a funding increase of 30% or more required the MTPO to go through the TIP amendment process, which required a minimum of two weeks and scheduling an MTPO meeting. The new MOA allows increased flexibility

He stated everyone had been sent a copy of the new MOA for their review and basically that the new MOA thresholds streamlined the bureaucratic process thus allowing projects to move ahead faster. The new thresholds for amendments and adjustments is on a "sliding scale" and shown in the MOA.

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

Agenda Item 6:

Consider technical corrections the Johnson City MTPO Executive Staff Bylaws.

Mr. Berry stated that due the elimination of the State Planning Office, by the Governor of Tennessee, the Johnson City MTPO Executive Staff Bylaws needed to be updated, as the Director of the abolished office was a member of the Executive Staff. He also recommended that the First Tennessee Development District had formed a new Planning Division to carry out those functions for our region. As such, Mr. Berry recommended the new Planning Division be made part of the Executive Staff and the State of Tennessee, Division of Planning be officially removed from the Executive Staff, as the office was abolished. In addition, Mr. Berry also recommended staff positions and titles at TDOT to be updated to reflect the current organization structure.

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

Agenda Item 7:

Other Business / Citizens Concerns

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

Agenda Item 8:

Mayor Van Brocklin made closing statements, and the meeting was adjourned at approximately 10:51 a.m.