

**JOHNSON CITY MTPO**  
**Minutes of the Executive Board and Executive Staff Meeting**  
**Tuesday, June 21, 2022 at 10:00 a.m.**  
**Location: Johnson City Transit Center, Training Room**

**Executive Board Present**

Randy Trivette for the Honorable Mayor Joseph C. Wise, City of Johnson City, Chairman  
The Honorable Mayor Richard Bowling, Town of Bluff City  
Matthew Balough for the Honorable Mayor Curt Alexander, City of Elizabethton  
The Honorable Mayor Joe Grandy, Washington County  
Ronda Sawyer for the Honorable Governor Bill Lee, State of Tennessee  
John Deakins, Jr., Tennessee County Highway Officials Association

**Executive Board Not Present**

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

**Executive Staff Present**

Randy Trivette for Cathy Ball, City of Johnson City, Chairman  
The Honorable Mayor Richard Bowling, Town of Bluff City  
Matthew Balough for Daniel Estes, City of Elizabethton  
Jeff Rawles for Eldonna Janutolo, Johnson City Transit  
Doug Jones for Washington County Highway Department  
Ronda Sawyer, Tennessee Department of Transportation (TDOT)

**Executive Staff Not Present**

Glenn Rosenoff, Town of Jonesborough  
Debbie Kessler, Town of Unicoi  
Roger Colbaugh, Carter County Highway Department  
Mike Harrison, 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  
Angie Charles, Washington County  
Jon McCurry, NET Trans  
Randy Dodson, Mattern & Craig  
Kayla Ferguson, KCI

### Summary of Motions:

- **Approved** – Minutes from April 28, 2022 meeting;
- **Approved** – Resolution 2022-02 to self-certify the metropolitan transportation planning process for the Johnson City MTPO;
- **Approved** – Resolution 2022-03 to amend the Fiscal Years 2020-2023 Transportation Improvement Program (TIP) to add a new FTA Section 5307 capital project for NET Trans, with a total of \$102,859 (\$82,287 Federal, \$10,286 State and \$10,286 Local) in Fiscal Year 2022;
- **Approved** – Resolution 2022-04 to adopt Amendment No. 2 to the Public Participation Plan;
- **Approved** – Resolution 2022-05 to adopt Transit Asset Management Targets;
- **Approved** – Resolution 2022-06 to adopt Transit Agencies’ Safety Targets; and
- **Endorsed** Fiscally Constrained List of Projects for the update to the Metropolitan Transportation Plan.

**Call to Order:** Meeting called to order at 10:01 a.m. by the Acting Chairman, Mr. Randy Trivette, standing in for the Honorable Mayor Joseph C. Wise.

**Agenda Item 1:** Chairman Mr. Trivette asked if there was any input from the public. There were no comments from the public.

**Agenda Item 2:** Chairman Mr. Trivette moved to Item 2, to approve the minutes from the April 28, 2022 meeting.

Mr. John Deakins Jr. made a motion for the board to approve the minutes of the April 28, 2022 meeting. Ms. Ronda Sawyer seconded the motion.

All approved. **Motion carried.**

**Agenda Item 3:** Chairman Mr. Trivette moved to Item 3, for the Executive Board to consider approval of a resolution to self-certify the metropolitan transportation planning process for the Johnson City MTPO that must accompany an amendment to the Transportation Improvement Program (TIP).

Mr. Glenn Berry explained that as a small MPO, we self-certify the planning process, whereas a large MPO receives a certification review directly from FHWA and FTA. This self-certification must accompany a TIP amendment and that the MPO has followed all federal rules and regulations.

The Honorable Mayor Joe Grandy made a motion for the board to approve the resolution to self-certify the metropolitan transportation planning process for the Johnson City MTPO. Mr. Matthew Balough seconded the motion.

All approved. **Motion carried.**

**Agenda Item 4:** Chairman Mr. Trivette moved to Item 4, to consider approval of a resolution to amend the Fiscal Years 2020-2023 Transportation Improvement Program (TIP) to add a new FTA Section 5307 capital project for NET Trans, with a total of \$102,859 (\$82,287 Federal, \$10,286 State and \$10,286 Local) in Fiscal Year 2022.

Mr. Berry explained that we are adding a new project to the TIP for NET Trans to reallocate their Section 5307 funds from operating to capital to fund two projects. The first is to upgrade the parking lot located in Elizabethton and to also upgrade their radio system which would include vehicle radios. Mr. Berry said that other funds covered operating at 100% and these capital improvements are needed instead. Mr. Jon McCurry added that the improvements with the radio system would enhance their overall communication system.

Mr. Deakins made a motion for the board to approve the resolution to amend the Fiscal Years 2020-2023 Transportation Improvement Program (TIP) to add a new FTA Section 5307 capital project for NET Trans. Mayor Grandy seconded the motion.

All approved. **Motion carried.**

**Agenda Item 5:** Chairman Mr. Trivette moved to Item 5, to consider a resolution to adopt Amendment No. 2 to the Public Participation Plan.

Mr. Berry identified several items that are affected by the amendment to the Public Participation Plan (PPP). The first is the removal of a formal public hearing preceding a TIP adoption or amendment. Instead, the MTPO will encourage people to speak directly to the Executive Board in the timeframe allotted at each meeting for public input. There are also numerous changes that include things like title changes and terminology updates.

Mr. Berry presented two public comments that were received on the PPP. The first was from Candace Long about considering NET Trans in the section on Program of Projects. This was an oversight by the MTPO staff and the section was updated to refer to all transit agencies. The second comment was from Lian Li from the Eastern Federal Lands Highway Division regarding the involvement of her agency in the development of the TIP and MTP. Mr. Berry responded to her directly to note the process is on page 25. Eastern Federal Lands Highway Division is a part of the Interagency Consultation List. Mr. Berry also said he reached out to the local staff of the Cherokee National Forest to learn more about activities within their boundaries.

Ms. Sawyer made a motion for the board to approve the resolution to adopt Amendment No. 2 to the Public Participation Plan. Mayor Grandy seconded the motion.

All approved. Motion carried.

**Agenda Item 6:** Chairman Mr. Trivette moved to Item 6, to consider approval of a resolution to adopt Transit Asset Management Targets.

Mr. Berry displayed the proposed Transit Asset Management, or TAM, targets. Each transit agency sets their own targets but the MTPO sets up a regional target to present to the Executive Board. Mr. Jeff Rawles explained that Johnson City Transit was in a good position because of recent acquisition of vehicles so that their buses are in good shape. There is difficulty in ordering new minivans because of supply chain issues. Mr. Deakins asked what are cutaway vehicles and Mr. Rawles answered that they are fronted by the Ford 450 vehicle with a box in the back.

Mr. Deakins made a motion for the board to approve the resolution to adopt Transit Asset Management Targets. Mr. Balough seconded the motion.

All approved. Motion carried.

**Agenda Item 7:** Chairman Mr. Trivette moved to Item 7, to consider approval of a resolution to adopt Transit Agencies' Safety Targets.

Mr. Berry displayed the proposed Transit Safety targets. These targets are separated by transit agency by the nature of their service. Johnson City Transit is primarily fixed route service and NET Trans is solely demand response. The number of miles is vastly different between the two agencies, affecting the rates of their safety targets. Mr. Trivette noted that the injury rates were well below the target and that both systems were doing a good job, ensuring passenger safety on both systems. Mr. Deakins asked about mechanical failures. Mr. Rawles explained that any time a vehicle needs service, it is logged as a mechanical failure. Mr. McCurry explained that failures can include events like a flat tire that would take a vehicle out of service.

Mayor Grandy made a motion for the board to approve the resolution to adopt Transit Agencies' Safety Targets. Ms. Sawyer seconded the motion.

All approved. Motion carried.

**Agenda Item 8:** Chairman Mr. Trivette moved to Item 8, to consider endorsement of fiscally constrained list of projects for the update to the Metropolitan Transportation Plan (MTP).

Mr. Glenn Berry provided background on the update to the MTP process. It is a required federal document and he introduced Ms. Kayla Ferguson with KCI, the consultant working on the update to the MTP. Ms. Ferguson provided an overview of the "Existing plus Committed Project List." This list includes projects that have been completed since the current plan was adopted in 2018 and also those that are under development. Some of these projects are programmed in the current TIP or will be in the new TIP.

She also went over the "Fiscally Constrained Project List." Because funding must be reasonably expected to be available, there are a limited number of projects that can be on this list to meet the fiscal constraint test required by FHWA. She explained that projects are divided into two horizon years, 2030 and 2050.

She also explained that several projects were unable to be funded and are shown on the "Illustrative Unfunded Project List." These projects, just by the nature of their high cost, are not able to be funded within the fiscal constraints of the MTP.

Mayor Grandy asked about the Boones Creek Road project and why only a part of it could be funded. Ms. Ferguson explained the high cost of the project is limited by available funding. TDOT has a track record of breaking large projects up into sections. For example, TDOT has widened two sections of State Route 36 in separate projects and a project to widen the third section is under development. Mr. Trivette added that it took decades to build a railroad overpass in Erwin, so he understands the process.

Mr. Trivette asked how the project costs were attained. Ms. Ferguson said they used TDOT's Cost Estimation Tool and inflation rates to estimate future costs.

Ms. Ferguson also went over the public comment process on the proposed list of projects. The Social PinPoint map was made available online for the public to view the projects and submit comments. They could upvote or downvote projects. There were almost 1,400 visitors to the map, with over 1,800 inputs on the projects.

Lastly, Ms. Ferguson reviewed the Fiscal Constraint Summary and the estimated revenues they are expected to receive. These numbers are based on historical figures and what the area has received in the past. Mr. Berry pointed out that it is important not to zero out balances, because project costs do exceed their estimates and we do not want to jeopardize funding for the prioritized projects.

Mr. Deakins asked about local funding. Ms. Ferguson said the estimate was based on local budget information.

Mayor Grandy was concerned about the Old Gray Station Road project. Mr. Deakins pointed out that it was on page 2 of the "Existing plus Committed List." Mayor Grandy also asked about the effect of receiving additional federal funding on this process. Ms. Ferguson explained that if additional federal funding is received, then a project that is currently on the Illustrative List can be moved to the Fiscally

Constrained List. Mr. Berry mentioned that the new IJJA (BIL) legislation offers many different competitive grants to apply for. Unfortunately, the core programs did not appear to benefit from the increase in funding. Most of it is tied to competitive grants. One notable grant is the [Safe Streets for All grant](#), which requires the development of a safety action plan first. Local jurisdictions are eligible to apply for this grant. It was noted that the First Tennessee Development District could be available to write grants.

Ms. Sawyer made a motion to endorse fiscally constrained list of projects for the update to the Metropolitan Transportation Plan (MTP). Mr. Deakins seconded the motion.

All approved. Motion carried.

**Agenda Item 9:** Chairman Mr. Trivette moved to Item 9, Other Business.

Mr. Berry announced that the Regional ITS Architecture and Deployment Plan has been approved by FHWA as “Ready for Use.” This ensures that ITS projects are eligible to be funded.

Ms. Mary Butler announced that the draft TIP was being reviewed by TDOT and comments should be received back any day.

Mr. Berry also announced that a response to questions from TDOT in the Planning Status Review were submitted and that a meeting with them will be scheduled at a later date.

**Adjourn:** There being no further business, Chairman Mr. Trivette adjourned the meeting at 11:07 a.m.