

East TN NRPO	Quarterly Progress Report
For Quarter Ending	September 30, 2018
RPO Coordinator Signature	<i>Don M. Brown</i>

Services provided this period will be included in the quarterly invoice for the period July 1, 2018 thru September 30, 2018. The tasks and activities described below are in accordance with the Contract's Roles and Responsibilities of Rural Planning Organizations.

Week of September 24 – September 28, 2018

- **Reports and Studies**
 - No activities this period.

- **Community Outreach**
 - No activities this period.

- **Requests for Assistance Activities**
 - September 27 & 28, 2018, prepared mapping of US 27 corridor in Oneida at the request of Scott County Mayor Jeff Tibbals.
 - September 25, 2018, sent a request to Nathan Vatter, TDOT, regarding Mayor Bailey's request for warning signs or beacons on SR 33 near Beach Island Road, Union County.
 - September 25, 2018, responded to an inquiry from Union County Mayor Jason Bailey regarding safety issues at intersection of SR 33 and Beach Island Road in Union County.
 - September 24, 2018, forwarded MMAG applications and RPO rankings to TDOT.

- **Data Collection**
 - No activities this period.

- **Contact Maintenance**
 - September 28, 2018, updated data bases to incorporate attendees at the RPO TC and EB meetings and new contact information.
 - September 24, 2018, prepared a condensed version of RPO TC and EB data bases for placement on the ETDD web site.

- **Meeting Development**
 - September 24, 2018, prepared and submitted TDOT Weekly Progress Report for the week's activities.

Week of September 17 – September 21, 2018

- **Reports and Studies**

- No activities this period.
- **Community Outreach**
 - No activities this period.
- **Requests for Assistance Activities**
 - No activities this period.
- **Data Collection**
 - No activities this period.
- **Contact Maintenance**
 - No activities this period.
- **Meeting Development**
 - September 20, 2018, conducted Technical Committee and Executive Board meetings. ETDD staff attending included Rick Yakubic, Christie Burt and Don Brown.
 - September 19, 2018, preparation for September 18, 2018 RPO meetings.

Week of September 10 – September 14, 2018

- **Reports and Studies**
 - September 10, 2018, prepared TPO / transportation input for the ETDD Fall 2018 News Letter.
- **Community Outreach**
 - September 11, 2018, prepared for and attended the Knoxville TPO Technical Committee meeting. Total mileage = 31 miles, divided equally between the SRPO and NRPO.
- **Requests for Assistance Activities**
 - September 13, 2018, responded to a request from Wartburg Mayor Jonathan Dagley regarding TDOT traffic counts in Wartburg.
- **Data Collection**
 - No activities this period.
- **Contact Maintenance**
 - No activities this period.
- **Meeting Development**
 - September 14, 2018, prepared and submitted TDOT Weekly Progress Report for the week's activities.
 - September 10 - 14, 2018, preparation for September 2018 RPO meetings.

Week of September 3 – September 7, 2018

- **Reports and Studies**
 - No activities this period.

- **Community Outreach**
 - No activities this period.

- **Requests for Assistance Activities**
 - September 7, 2018, worked on evaluating and consolidating MMAG scoring committee scores.
 - September 4, 2018, worked on MMAG's applicants list, activities, and schedules.
 - September 4, 2018, scored SRPO MMAG applications received.

- **Data Collection**
 - No activities this period.

- **Contact Maintenance**
 - No activities this period.

- **Meeting Development**
 - September 7, 2018, prepared and submitted TDOT Weekly Progress Report for the week's activities.
 - September 4 - 7, 2018, preparation for September 2018 RPO meetings.

Week of August 27 – August 31, 2018

- **Reports and Studies**
 - August 31, 2018, distributed by email to RPO members, TDOT's Weekly East Tennessee Construction Report.
 - August 28 & 29, 2018, revised SR 33, Claiborne County CTPR to address KB's August 10, 2018 review comments.

- **Community Outreach**
 - None this period.

- **Requests for Assistance Activities**
 - August 27 - 31, 2018, worked on MMAG's applicants list, activities, and schedules.
 - August 27 & 28, 2018, worked on MMAG application for New Tazewell.
 - August 27 - 30, 2018, worked on MMAG application for Wartburg.

- **Data Collection**
 - August 27, 2018, placed on ETDD website the TDOT handouts and data distributed at the July 2018 RPO workshops.
 - August 31, 2018, placed on ETDD website the MMAG applications received.

- **Contact Maintenance**

- No activities this period.

- **Meeting Development**

- August 31, 2018, prepared and submitted TDOT Weekly Progress Report for the week's activities.
- August 27 - 31, 2018, preparation for September 2018 RPO meetings.

Week of August 20 – August 24, 2018

- **Reports and Studies**

- August 23, 2018, reviewed TDOT handouts and data distributed at the July 2018 RPO workshops.

- **Community Outreach**

- None this period.

- **Requests for Assistance Activities**

- August 24, 2018, worked on MMAG application for New Tazewell.
- August 20 - 24, 2018, worked on MMAG's applicants list, activities, and schedules.
- August 20 - 24, 2018, worked on MMAG application for Wartburg.

- **Data Collection**

- No activities this period.

- **Contact Maintenance**

- No activities this period.

- **Meeting Development**

- August 24, 2018, prepared and submitted TDOT Weekly Progress Report for the week's activities.
- August 20 - 24, 2018, preparation for September 2018 RPO meetings.

Week of August 13 – August 17, 2018

- **Reports and Studies**

- August 17, 2018, distributed by email to RPO members, TDOT's Weekly East Tennessee Construction Report.

- **Community Outreach**

- August 14, 2018, prepared for and attended the Knoxville TPO Technical Committee meeting. Total mileage = 31 miles, divided equally between the SRPO and NRPO.

- **Requests for Assistance Activities**

- August 16 & 17, 2018, worked on MMAG's applicants list, activities, and schedules.
- August 13 - 16, 2018, worked on MMAG application for Wartburg.

- **Data Collection**
 - No activities this period.
- **Contact Maintenance**
 - August 15 & 17, 2018, worked on up-dating data bases to reflect recent elections.
 - August 15, 2018, worked on list of potential candidates to fill soon to be vacant position of NRPO EB Chairman.
- **Meeting Development**
 - August 17, 2018, prepared and submitted TDOT Weekly Progress Report for the week's activities.
 - August 14 & 15, 2018, preparations for September 2018 RPO meetings.

Week of August 6 – August 10, 2018

- **Reports and Studies**
 - August 10, 2018, distributed by email to RPO members, TDOT's Weekly East Tennessee Construction Report.
 - August 9, 2018, distributed by email to RPO members, TTAP Training Calendar August-October.
- **Community Outreach**
 - No activities this period.
- **Requests for Assistance Activities**
 - August 10, 2018, preparation and meeting with KWABENA ABOAGYE and Michelle Christian to discuss CTPR for Union County Bridge and various RPO matters.
 - August 9 & 10, 2018, worked on MMAG application for Wartburg.
 - August 8, 2018, developed 2018 MMAG evaluation criteria and scoring sheets.
 - August 8 & 9, 2018, assisted New Tazewell with inquiries regarding their 2018 TAG award and project.
 - August 6 – 8, 2018, worked on MMAG application for New Tazewell.
 - August 6 & 9, 2018, worked on MMAG's applicants list, activities, and schedules.
- **Data Collection**
 - August 8, 2018, updated transportation portion of ETDD web site.
- **Contact Maintenance**
 - August 6, 2018, worked on up-dating data bases to reflect recent elections.
 - August 6, 2018, email to Rodney Carmical, TN County Highway Officials Association, regarding information on newly elected road superintendents and effective dates.
- **Meeting Development**
 - August 10, 2018, prepared and submitted TDOT Weekly Progress Report for the week's activities.
 - August 10, 2018, worked on arrangements and scheduling for September 2018 RPO meetings.

Week of July 30 – August 3, 2018

- **Reports and Studies**
 - August 3, 2018, distributed by email to RPO members, TDOT's Weekly East Tennessee Construction Report.
- **Community Outreach**
 - August 3, 2018, prepared for and participated in RPO / OCT / TDOT conference call.
 - August 2, 2018, prepared for and attended the LAMTPO Technical Committee meeting. Total mileage = 129 miles, divided equally between the SRPO and NRPO.
- **Requests for Assistance Activities**
 - July 30 and August 1 & 2, 2018, worked on MMAG application for New Tazewell.
 - August 3, 2018, worked on MMAG application for Wartburg.
 - July 29 & 30, 2018, worked on MMAG's applicants list, activities, and schedules.
- **Data Collection**
 - No activities this period.
- **Contact Maintenance**
 - No activities this period.
- **Meeting Development**
 - August 3, 2018, prepared and submitted TDOT Weekly Progress Report for the week's activities.
 - August 3, 2018, worked on arrangements and scheduling for September 2018 RPO meetings.

Week of July 23 – July 27, 2018

- **Reports and Studies**
 - July 27, 2018, distributed by email to RPO members, TDOT's Weekly East Tennessee Construction Report.
 - July 26, 2018, distributed by email to RPO members TDOT Projects Status Report.
 - July 26, 2018, distributed by email to Cocke County officials TDOT's Cocke County Public Meeting Notice for SR 32.
 - July 23, 2018, work on the CTPR for SR 72, from US 411 / SR 33 to SR 322, Monroe County.
 - July 23, 2018, coordinated with Richard Kirkland, Monroe County regarding SR 72 photos for CTPR.
- **Community Outreach**
 - No activities this period.
- **Requests for Assistance Activities**
 - July 26, 2018, coordination with Bryon Fortner, Sevierville, regarding a MMAG application.
 - July 24 & 25, 2018, assisted Kevin Helms, Harriman City Manager, in responding to TDOT's request that Harriman's CMAQ grant be added to the TIP / STIP.
 - July 27, 2018, worked on MMAG's applicants list, activities, and schedules.

- **Data Collection**

- No activities this period.

- **Contact Maintenance**

- No activities this period.

- **Meeting Development**

- July 27, 2018, prepared and submitted TDOT Weekly Progress Report for the week's activities.
- July 27, 2018, worked on arrangements and scheduling for September 2018 RPO meetings.

Week of July 16 – July 20, 2018

- **Reports and Studies**

- July 20, 2018, distributed by email, TDOT's Weekly East Tennessee Construction Report.
- July 19, 2018, sent to Grainger County local officials a proposed amendment to the FY 2017-2020 State Transportation Improvement Program (STIP) regarding State Route 32 (SR-32), offsetting intersections at SR-131, Grainger County.
- July 19, 2018, prepared and submitted TDOT Annual Report.
- July 18 - 20, 2018, revised to address TDOT comments the CTPR on New Bridge over Norris Lake / Powell River and Associated Roadway Improvements, Union County.
- July 18, 2018, distributed by email to RPO list, information regarding the Federal Lands Access Program FY 2020-2022.
- July 16, 2018, prepared and submitted ETDD quarterly report.

- **Community Outreach**

- No activities this period.

- **Requests for Assistance Activities**

- July 19, 2018, worked with New Tazewell regarding a MMAG project and application.
- July 18, 2018, responded to an email inquiry from Davina Gurschick, Community Development Partners, LLC regarding a City of LaFollette MMAG application.
- July 18, 2018, worked on updating status of current TDOT grants underway with local governments.
- July 17, 2018, worked on Wartburg MMAG application.
- July 16 - 19, 2018, worked on MMAG's applicants list, activities, and schedules.
- July 16, 2018, sent email to RPO members and others regarding MMAG schedule and process.
- July 16, 2018, responded to an inquiry from Dave Lietzke, Grainger County RPO member, regarding TIP Amendment for SR 32 and SR 131 Intersection project in Grainger County.
- July 16, 2018, responded to an inquiry from Luttrell Mayor Johnny Merritt regarding status of SR 61 improvements in Union County.

- **Data Collection**

- July 16, 2018, reviewed level of service maps distributed at June 2018 RPO workshops.

- **Contact Maintenance**

- No activities this period.

- **Meeting Development**

- July 20, 2018, prepared and submitted TDOT Weekly Progress Report for the week's activities.
- July 20, 2018, worked on arrangements and scheduling for September 2018 RPO meetings.

Week of July 9 – July 13, 2018

- **Reports and Studies**

- No activities this period.

- **Community Outreach**

- July 12, 2018, attended the ETDD Annual Award Banquet with local officials from 16 county region.
- July 11, 2018, prepared for and attended the LAMTPO joint Executive Board and Technical Committee meeting. Total mileage = 98 miles, divided equally between the SRPO and NRPO.

- **Requests for Assistance Activities**

- July 11, 2018, worked on MMAG's applicants list, activities, and schedules.

- **Data Collection**

- No activities this period.

- **Contact Maintenance**

- No activities this period.

- **Meeting Development**

- July 11 & 12, 2018, prepared and submitted TDOT Weekly Progress Report for the week's activities.
- July 9, 2018 – Worked on arrangements and scheduling for September 2018 RPO meetings.

July 16 - 19, 2018

Week of July 2 – July 6, 2018

- **Reports and Studies**

- July 6, 2018, distributed by email, TDOT's Weekly East Tennessee Construction Report.
- July 3, 2018, coordinated with TDOT staff regarding upcoming RRP site visits.

- **Community Outreach**

- July 2, 2018, prepared RPO and transportation input for the Summer 2018 ETDD newsletter.
- July 2, 2018, lunch with Troy Ebbert, TDOT, to discuss OCT and RPO activities.

- **Requests for Assistance Activities**

- July 5, 2018, worked on MMAG's applicants list, activities, and schedules.
- July 5, 2018, worked on updating status of current TDOT grants underway with local governments.
- July 2, 2018, responded to an inquiry from Keven Terry, Town of Oneida, regarding incorrect information on one of the RRP workshop handouts.
- July 2, 2018, per request provided Stacy Morrison a status report on CTPR in this RPO.
- July 2, 2018, per request from Representative Sexton, coordinated with TDOT and provided Representative Sexton with a status update on SR 61, Union County.

- **Data Collection**

- No activities this period.

- **Contact Maintenance**

- July 2, 2018, updated data base for contact information received on the sign in sheets at the RRP Workshops.

- **Meeting Development**

- July 5 & 6, 2018, prepared and submitted TDOT Weekly Progress Report for the week's activities.
- July 5 & 6, 2018, worked on invoice information to be provided to ETDD financial officer for TDOT quarterly invoice.
- July 2 & 3, 2018, prepared TDOT Quarterly Report.

Tasks Description per Contract

1. **(Task 1) Develop and Maintain Reports and Studies (Planning Documents)**

Purpose The Grantor recognizes that transportation planning is one element of a community's comprehensive land use planning process. Transportation facilities and programs are closely tied to a community's vision for itself. Therefore it is very important for the Grantee to coordinate transportation planning activities with the efforts of others involved in different aspects of community planning. (Other duties as noted in Scope Document)

2. **(Task 2) Community Outreach**

Purpose The Grantee shall attend meetings and communicate on a regular basis with other organizations involved in planning efforts regarding transportation related issues; such as the local planning commissions, Joint Economic and Community Development Boards, Tennessee Department of Economic and Community Development (ECD) staff, TDOT technical staff, county highway staff, etc. The Grantee shall work with local and regional comprehensive land use planning efforts to help identify basic transportation needs of the future related to employment centers, health care, education, rural public transit, elderly mobility, etc. (Other duties as noted in Scope Document)

3. **(Task 3) Requests for and Assistance Provided**

Purpose The Grantee shall serve as a central point for receiving and providing input on multimodal transportation needs for the RPO area, from all relevant sources including RPO members, stakeholders and other interested citizens. The Grantee shall summarize this input on at least a monthly basis and

share the information with TDOT staff. The Grantee shall respond to all questions and inquiries from local officials and the public regarding multimodal transportation projects and studies in a timely manner, sharing questions and concerns with TDOT personnel when necessary to obtain accurate answers. The grantee shall notify TDOT immediately after being contacted by local officials or someone from the public with questions related to TDOT. (Other duties as noted in Scope Document)

4. (Task 4) Data Collection

Purpose The Grantee shall serve as a clearing house for information and data gathered from local officials and the public to TDOT and other state agencies, and vice versa. (Other duties as noted in Scope Document)

5. (Task 5) Compiling and Maintaining Database of Contacts

Purpose The Grantee shall create and maintain at least 3 databases of all RPO members, stakeholders, and interested parties in order to notify them of meetings; distribute meeting minutes and agenda materials; and collect and distribute data, reports, and other information. All databases shall contain mailing addresses, e-mail addresses, telephone and fax numbers, official title, and other pertinent information for each member or entry. The Grantee shall maintain this database with updates as needed to keep accurate and timely records. (Other duties as noted in Scope Document)

6. (Task 6) Meeting Development and Administration

Purpose The Grantee shall publicize and facilitate regular and special meetings of the Technical Committee and Executive Board, various committees, public meetings, and other meetings as needed. In accordance with the approved By-Laws, the Grantee shall maintain a complete schedule of all meetings, deadlines, and milestones to be honored by the organization. The Grantee shall see that the appropriate members, stakeholders, and other interested parties (to include the general public) are notified of meetings, deadlines, and milestones for the purpose of coordinating the successful adherence and completion of these activities. (Other duties as noted in Scope Document)

Status of Projects Under Consideration by RPO

- See 3 Year Work Program and Request for Study List.

Status of Transportation Studies and Reports

- Preparation of the North RPO Study Area Description is complete.
- Rural Regional Transportation Plan started September 21, 2017 and is underway.

Transportation Meetings Memorandums

- None this period.

Update of Data Collection

- Routinely serve as clearinghouse: Information/DATA from local officials and public to TDOT and information from TDOT to local officials and public. Details found in planning activities above.

Outstanding Safety Project Requests

- None this period.

New and Outstanding Requests for Study

- State Route 33, from SR 61 in Maynardville to SR 32 (US 25E) in Tazewell, Union and Claiborne Counties, Pin 110339.00. During the Claiborne County Rural Regional Transportation Plan meeting on October 26, 2017, Claiborne County Executive Jack Daniels requested that TDOT proceed with preliminary engineering on this project. A TPR for this project was completed in April 2008.
- State Route 29 / US 27, from SR 62 in Wartburg to SR 329 in Sunbright, Morgan County, Pin 112888.00. During the Morgan County Rural Regional Transportation Plan meeting on October 24, 2017, Morgan County Executive Don Edwards requested that TDOT proceed with preliminary engineering on this project. Mr. Edwards repeated this request during the December 15, 2017 RPO Executive Board meeting. A TPR for this project was completed in March 2011. A CTPR was prepared and submitted to TDOT on June 13, 2018.
- State Route 33, from First Avenue to Mountain Road, New Tazewell, Claiborne County – On December 12, 2017, the City of New Tazewell passed a Resolution requesting improvements to this section of SR 33. The resolution requested the roadway be widened to 4 lanes, plus turn lanes and emergence lanes. The resolution noted that this section of roadway had a 2016 average daily traffic volume of 14,060 vehicles per day. Also noted were the several large employers / traffic generators located along this section of roadway including: Cumberland Gallery Shopping Center, England Incorporated (over 1,000 employees), La-Z-Boy Logistics (250 over the road semi-trucks and 600 trailers), Deroyal Industries (290 employees), Giles Industries (250 employees), Homesteader Inc. (250 employees), and four large residential subdivisions. Several of the listed manufactures are currently undergoing expansions or have expansions planned. A request to study this section of roadway was sent to TDOT on December 18, 2017. In March 2018, a draft Community Transportation Planning Request was prepared and submitted to TDOT. On August 29, 2018, the Final CTPR addressing TDOT review comments on the draft was completed and submitted to TDOT.
- New Bridge over Norris Lake / Powell River to replace the Helms Ferry operation and Associated Roadway Improvements, Union County. The associated roadway improvements would include new or improved roadways from SR 33 in Union County to SR 63 in Claiborne County. On September 23, 2015, a meeting was held to discuss the possibility of a new bridge over Norris Lake / Powell River to replace the Helms Ferry operation and to provide for the travel demand in this corridor. The following attended the meeting: State Representative Dennis Powers, State Representative Jerry Sexton, Union

County Mayor Mike Williams, Road Superintendent David Cox, Marilyn Toppins (RPO Representative from Union County) , Steve Borden, Danny Oliver, Nick Weander and Don Brown. Union County officials recently expressed an interest in renewing discussions on this project. In March 2018, a Community Transportation Planning Request was prepared and submitted to TDOT. On August 10, 2018, TDOT advised this project is too costly to proceed. TDOT advised that a request could be submitted for funding assistance for the current ferry operation.

- SR 62, from Oliver Springs to Petit Lane, Morgan County – Citizens group with support of state and local officials has requested improvements to this section of roadway. On April 25, 2017, a citizens meeting was held to discuss improvements to this section of roadway. TDOT representatives attended the citizens meeting. On August 28, 2017, I sent TDOT an email asking if TDOT is going to prepare a technical report or other study for the major widening of this section of SR 62. Roger Long made a presentation regarding this request at the September 21, 2017 RPO meeting. This project is on the IMPROVE Act list.
- SR 32 / US 25E and SR 131 intersection, Grainger County. In August 2017, phone call inquiries were received from 2 NRPO members, Mayor Terry Wolfe and Jennifer Little, regarding improvements to this intersection. The discussions included concerns that TDOT's current plans to make at grade improvements may not be adequate and a grade separated interchange may be needed. On August 28, 2017, I advised David Lietzke (Mayor Hipsher's proxy) that the Mayor should advise me by email if the county prefers a grade separated interchange and that I will forward this request to TDOT. We discussed one option of proceeding with the currently proposed at grade intersection improvements as an short term project while requesting TDOT to proceed with a study on the grade separated interchange as a longer term project. On September 11, 2017, I forwarded a County Commission resolution to TDOT and asked if TDOT will evaluate the possibility of construction a grade separated overpass at this intersection. Grainger County Commissioner James Acuff made a presentation regarding this request at the September 21, 2017 RPO meeting.
- SR 345 / Cedar Fork Road, from SR 32 / US 25E to DTR, Inc. on Hester Lane, Claiborne County – TDOT completed the field review and is currently developing the layouts and draft cost estimates for the potential improvements. The layouts and cost estimates will then undergo an in house review. The draft report is scheduled for circulation in May 2017. The Final Technical Report for this project was completed April 9, 2018 recommending improvements estimated to cost approximately \$10,685,000. Since this is a "new start" project, TDOT "recommended that the RPO determine what the priority of this location is so that when TDOT starts considering New Start projects that this location is budgeted for PE in a timely manner".

Quarterly Updates on Grant Projects

- Bean Station MMAG – October 8, 2018. Per Joseph Parrott, Consultant, the Bean Station MMA project is still in the utility phase. Plans were finished over a year ago. Ready to finish the contract documents when notice is received from TDOT that the construction phase is ready to start.
- Caryville SRTS – October 5, 2018. Per Gail Byrd with Robert Campbell & Associates: Title VI documents completed and submitted to Kelsey Finch. Waiting on plans to be approved by TDOT. Submitted RFP#1 for Design, according to TDOT full amount of funds for reimbursement was not available, so Sarah Sutton, TDOT is requesting a line item change as of July 24, 2018 to move funds

from NEPA to Design, to date this has not taken place. Plans were forwarded to TDOT on 3/27/18, to date have received no response.

- Maynardville SRTS – October 5,, 2018. Redoing Title VI documents due to change in Mayor will submit to Kelsey Finch next week. Waiting on Plans to be approved by TDOT. David Myers, Union County Attorney as this time has not approved the easement on his property for placement of sidewalk (big problem). May have to acquire by eminent domain.
- Union County SRTS – October 2, 2018. Per Greg Green with Robert Campbell & Associates: Waiting on the County to obtain the needed Right of Way. We have submitted the information for the Utility Certification on September 16th, but have not received anything yet from them. No problems no delays at this time.

Next Quarters Work Plan

- Participate in Knoxville TPO and LAKEWAY MTPO planning processes and meetings.
- Participate in the RSAR process on various projects.
- Visits with various RPO members.
- Work on tasks and activities as described in the contract.
- Participate in the Rural Regional Transportation Plan for this RPO.
- Prepare for Fall 2018 RPO meetings.
- Work on Community Transportation Planning Project Requests.