<table>
<thead>
<tr>
<th>East TN NRPO</th>
<th>Quarterly Progress Report</th>
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<tbody>
<tr>
<td>For Quarter Ending</td>
<td>September 30, 2019</td>
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<tr>
<td>RPO Coordinator Signature</td>
<td>Don M. Brown</td>
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Services provided this period will be included in the quarterly invoice for the period July 1, 2019 thru September 30, 2019. The tasks and activities described below are in accordance with the Contract’s Roles and Responsibilities of Rural Planning Organizations.

**Week September 30 – October 4, 2019**

- **Reports and Studies**
  - September 27, 2019, prepared and submitted TDOT Weekly Progress Report for the week’s activities.
  - September 27, 2019, reviewed new TDOT invoicing information and format.
  - September 26, 2019, completed review of RRTP for NRPO.

- **Community Outreach**
  - September 26, 2019, assisted SE RPO in the preparation of County State Aid Roads list and map.
  - September 26, 2019, coordination with TDOT regarding TDOT responses to questions and concerns from local officials in Morgan and Scott counties expressed during the one on one local officials meetings.
  - September 23 - 25, 2019, attended RPO conference.

- **Requests for Assistance Activities**
  - September 27, 2019, worked on updating the quarterly grant status report.
  - September 23 – 27, worked on MMAG applications for Anderson County, Rutledge, Campbell County, Rocky Top and New Tazewell.

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

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

- **Meeting Development**
  - No activities this period.

**Week September 23 – September 27, 2019**

- **Reports and Studies**
  - September 27, 2019, prepared and submitted TDOT Weekly Progress Report for the week’s activities.
  - September 27, 2019, reviewed new TDOT invoicing information and format.
  - September 26, 2019, completed review of RRTP for NRPO.
• **Community Outreach**
  o September 26, 2019, assisted SE RPO in the preparation of County State Aid Roads list and map.
  o September 26, 2019, coordination with TDOT regarding TDOT responses to questions and concerns from local officials in Morgan and Scott counties expressed during the one on one local officials meetings.
  o September 23 - 25, 2019, attended RPO conference. Total distance traveled = 371 miles, split equally between the SRPO and NRPO.

• **Requests for Assistance Activities**
  o September 27, 2019, worked on updating the quarterly grant status report.
  o September 23 – 27, worked on MMAG applications for Anderson County, Rutledge, Campbell County, Rocky Top and New Tazewell.

• **Data Collection**
  o No activities this period.

• **Contact Maintenance**
  o No activities this period.

• **Meeting Development**
  o No activities this period.

Week September 16 – September 20, 2019

• **Reports and Studies**
  o September 20, 2019, prepared and submitted TDOT Weekly Progress Report for the week’s activities.
  o September 18 -20, 2019, reviewed RRTP for NRPO.
  o September 16, 2019, reviewed list of awarded 2018 TAG grants.

• **Community Outreach**
  o September 20, 2019, reviewed LAMPTO’s FFY2020-2023 TIP.
  o September 20, 2019, worked on RPO Conference presentation.
  o September 17, 2019, preparations for RPO conference.

• **Requests for Assistance Activities**
  o September 17, 2019, follow-up on an inquiry from Ms. Terry McCarty, Morgan County, regarding TDOT’s right of way acquisition process.
  o September 16 & 17, 2019, worked on potential SIA grant application for Gatewood Ford Road in Morgan County.
  o September 16, 2019, reviewed and responded to an OCT request regarding CTPRs status in the RPO.
  o September 16 – 20, worked on MMAG applications for Anderson County, Rutledge, Campbell County, Rocky Top and New Tazewell.

• **Data Collection**
  o No activities this period.

• **Contact Maintenance**
Week September 9 – September 13, 2019

- **Reports and Studies**
  - September 13, 2019, prepared and submitted TDOT Weekly Progress Report for the week’s activities.
  - September 12, 2019, reviewed the RPO work program for progress on listed tasks and activities.

- **Community Outreach**
  - September 12, 2019, worked on RPO and transportation input into the ETDD Fall Newsletter.
  - September 10 and 12, 2019, reviewed and provided comments on the LAMTPO Bike Ped Plan Draft Aug 29 2019.
  - September 9, 2019, worked on RPO workshop presentation.
  - September 9 & 10, 2019, prepared for and attended the Knoxville TPO TC meeting. Total mileage = 33.

- **Requests for Assistance Activities**
  - September 10, 2019, participated in TDOT eGrants webinar.
  - September 10, 2019, worked on MMAG applications RPO Support letters for Anderson County, Rutledge and New Tazewell.
  - September 9, 2019, worked on MMAG applications New Tazewell.
  - September 9 – 13, worked on MMAG applications for Anderson County, Rutledge and New Tazewell.

- **Data Collection**
  - September 12, 2019, reviewed information on ETDD website. Deleted some information. Added some information.

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

- **Meeting Development**
  - No activities this period.

Week September 2 – September 6, 2019

- **Reports and Studies**
  - September 6, 2019, prepared and submitted TDOT Weekly Progress Report for the week’s activities.
  - September 6, 2019, distributed by email to RPO members information regarding training opportunities available through the Tennessee Transportation Assistance Program.
  - September 6, 2019, distributed by email to RPO members information regarding TDOT’s 2019 CMAQ Call for Proposals.

- **Community Outreach**
• Requests for Assistance Activities
  o September 3 & 6, 2019, worked on a potential SIA road application for Gatewood Ford Road in Morgan County.
  o September 5, 2019, worked on MMAG applications for Campbell County and Rocky Top.
  o September 5, 2019, worked on MMAG applications for Anderson County, Rutledge and New Tazewell.
  o September 4, 2019, worked on MMAG applications for Anderson County, Rutledge and New Tazewell.
  o September 3, 2019, worked on MMAG applications for Anderson County, Rutledge and New Tazewell.

• Data Collection
  o No activities this period.

• Contact Maintenance
  o No activities this period.

• Meeting Development
  o No activities this period.

Week August 26 – August 30, 2019

• Reports and Studies
  o August 30, 2019, prepared and submitted TDOT Weekly Progress Report for the week’s activities.
  o August 27, 2019, meeting with ETDD GIS staff to discuss Urban Growth Boundary for RPO counties. Provided maps for multiple counties.

• Community Outreach
  o August 28 & 29, 2019, updated Scott County local officials meeting summary to include contact information, maps and more details.
  o August 27, 2019, meeting with TDOT OCT to discuss local officials one on one meetings, responses to local officials question / comments and ETDD staff assignments for RPO Work Program.
  o August 27, 2019, prepared for meeting with TDOT OCT to discuss local officials one on one meetings, responses to local officials question / comments and ETDD staff assignments for RPO Work Program.
  o August 26, 2019, worked on presentation for the September 2019 RPO Conference.
  o August 26, 2019, reviewed newspapers for proposed developments.

• Requests for Assistance Activities
  o August 28, 2019, reviewed TDOT’s Invitations to Submit MMAG Applications sent to 12 RPO communities. Meet with ETDD staff to discuss applications.
  o August 26, 2019, coordinated with Wartburg regarding possible TAG application for shared use path along US 27 from SR 62 to Kingston Street.

• Data Collection
  o No activities this period.
• **Contact Maintenance**
  o No activities this period.

• **Meeting Development**
  o No activities this period.

**Week August 19 – August 23, 2019**

• **Reports and Studies**
  o August 23, 2019, prepared and submitted TDOT Weekly Progress Report for the week’s activities.
  o August 22, 2019, reviewed the Proposed 2020 TDOT Resurfacing Program. Did not distribute since this list appeared to have same resurfacing projects previously distributed under different format.
  o August 19, 2019, in-house ETDD meeting to discuss staff assignments for RPO work program.

• **Community Outreach**
  o August 22 & 23, 2019, worked on alternative responses to Scott County local officials inquires.
  o August 22 & 23, 2019, worked on a strategy / process for preparing responses to local officials inquires and questions.
  o August 22, 2019, reviewed planning commission agendas found on the following web sites for major proposed developments adjacent to or that might impact a State Route: Campbell County.
  o August 21, 2019, worked on presentation for the September 2019 RPO Conference.
  o August 19, 2019, worked on presentation for the September 2019 RPO Conference.

• **Requests for Assistance Activities**
  o August 21, 2019, sent Huntsville Mayor Dennis Jeffers a response to his inquiry regarding Rusty Washam Bridge, SR 63 over Buffalo Creek in Scott County.
  o August 22, 2019, worked on changes to the Subright city map.
  o August 19, 2019, reviewed map provided by Jamie Gilreath, Sunbright Alderman, showing changes to Sunbright City Limits. Meet with Susan Butefish request changes and up-dates to the Sunbright city map.

• **Data Collection**
  o No activities this period.

• **Contact Maintenance**
  o August 21, 2019, updated data base to move Huntsville Mayor Dennis Jeffers from Technical Committee to Executive Board.

• **Meeting Development**
  o No activities this period.

**Week August 12 – August 16, 2019**

• **Reports and Studies**
  o August 16, 2019, prepared and submitted TDOT Weekly Progress Report for the week’s activities.
• **Community Outreach**
  o August 15, 2019, reviewed and discussed work program with TDOT staff.
  
  o **August 16, 2019, completed summary of August 7, 2019 meetings with Oakdale Mayor Buddy Miller, Sunbright City Recorder Darlene Wallace, Wartburg Mayor Jonathan Dagley, Morgan County Executive Brian Langley and Morgan County Road Superintendent Joe Miller. Submitted to TDOT OCT.**
  o August 16, 2019, made 6 project location maps to include in summary of Morgan County local officials meetings.
  o August 14 & 15, 2019, worked on summary of August 7, 2019 meetings with Oakdale Mayor Buddy Miller, Sunbright City Recorder Darlene Wallace, Wartburg Mayor Jonathan Dagley, Morgan County Executive Brian Langley and Morgan County Road Superintendent Joe Miller.

• **Requests for Assistance Activities**
  o August 15, 2019, discussed with Jamie Gilreath, Sunbright Alderman, changes to the Sunbright map delivered August 7, 2019.
  o August 14, 2019, reviewed and discussed TDOT's responses to Scott County local officials concerns and questions.
  o August 13 & 14, 2019, completed a concept plan for a shared use path along south side of US 27 / SR 29 in Wartburg. Potential MMAG or TAG project. Reviewed Etrims data. Prepared sketch showing available r-o-w. Sent and discussed the plan with Wartburg Mayor Jonathan Dagley and Roger Long.
  o August 13, 2019, researched and responded to a request from a Grainger County citizen regarding the Veterans / Clinch Mountain Overlook on US 25 E in Grainger County.
  o August 14, 2019, reviewed and discussed TDOT's responses to Scott County local officials concerns and questions.
  o August 12 & 13, 2019, prepared map and concept drawing for a potential shared use path along SR 29 / US 27 in Wartburg.

• **Data Collection**
  o No activities this period.

• **Contact Maintenance**
  o No activities this period.

• **Meeting Development**
  o No activities this period.

**Week August 5 – August 9, 2019**

• **Reports and Studies**
  o August 9, 2019, prepared and submitted TDOT Weekly Progress Report for the week’s activities.
  o August 5, 2019, distributed by email to RPO members the East Tennessee North RPO Transportation Quarterly Status Report.
  o August 5, 2019, worked the RPO work program to recommend potential work activities to other ETDD staff.

• **Community Outreach**
August 8, 2019, attended LAKEWAY MPO TAC meeting. Total mileage = 128 miles, divided equally between the SRPO and NRPO.

August 7, 2019, met individually with the following: Oakdale Mayor Buddy Miller, Sunbright City Recorder Darlene Wallace, Wartburg Mayor Jonathan Dagley, Morgan County Executive Brian Langley and Morgan County Road Superintendent Joe Miller. Each local official was presented a package of information which included a transportation issues questionnaire, a description of the ETNRPO including information on importance of participating in the RPO, assistance available to local officials through the RPO, TDOT project status reports, IMPROVE Act Scott County projects, the TDOT grant information flyer, TDOT’s description of the State Aid and Bridge Grant Program, a Scott County highway map and the State of Tennessee highway map. The County Road Superintendent was also given a County State Aid Roads Map and a list of state aid roads. Information in the package was discussed. Each local official then discussed the transportation needs and issues in their community. Details provided in separate meeting summary to TDOT. Total travel mileage = 158 miles, charged to NRPO.

**Requests for Assistance Activities**

- August 9, 2019, researched and responded to a call from Morgan County citizen Ms. Terry McCarty regarding SR 29 / US 27. Also referred her to Gaylon Hill, TDOT R-O-W, for additional information. Send Gaylon an email to contact Ms. McCarty.
- August 9, 2019, worked on a concept plan for a shared use path along south side of US 27 / SR 29 in Wartburg, a potential MMAG or TAG project.
- August 8, 2019, per meeting with Wartburg Mayor Jonathan Dagley worked on options for removing large pile of dirt on SR 29 / US 27 right-of-way near Kingston Street in Wartburg.
- August 8, 2019, developed initial thoughts and options for TDOT grant opportunities for a new shared use path (bikes and pedestrians) along south side of US 27 from Kingston Avenue to the SR 62 and SR 29 / US 27 intersection.
- August 6, 2019, researched and responded to an inquiry from Scott County Mayor Jeff Tibbals regarding the US 27 and Litton Road project in Scott County.

**Data Collection**

- No activities this period.

**Contact Maintenance**

- No activities this period.

**Meeting Development**

- No activities this period.

**Week July 29 – August 2, 2019**

**Reports and Studies**

- August 2, 2019, prepared and submitted TDOT Weekly Progress Report for the week’s activities.
- August 2, 2019, in-house meeting to discuss implementation of new work plan.
- August 1, 2019, sent Joan Barfield, TDOT, an email with Scott County Mayor Jeff Tibbals meeting comments regarding the need to improve US 27 through Scott and Morgan Counties so that US 27 can serve as an alternative route when I – 75 is closed due to wrecks, slides or other causes.
- July 29, 2019, reviewed and commented on I-75 Corridor Study Technical Memo #2.
• **Community Outreach**
  o August 2, 2019, worked on meeting packages and maps for Morgan County one on one local official meetings.
  o August 2, 2019, prepared for and participated in the TDOT / RPO Conference call.
  o August 1, 2019, worked on 7 meeting packages for Morgan County one on one local official meetings.
  o August 1, 2019, submitted to TDOT OCT completed questionnaires and a summary of the input (from meetings and questionnaires) from meetings with 7 local officials in Scott County.
  o July 30 & 31, 2019, reviewed and prepared summaries of questionnaires received from Scott County local officials.
  o July 30, 2019, prepared spread sheet to track status of local officials meetings, concerns / issues addressed, and TDOT responses.
  o July 29 & 30, 2019, reviewed Planning Commissions Agendas / Minutes for the following local governments: Monroe County, Madisonville, Loudon County, Tellico Plains, Vonore, Roane County, Kingston, Gatlinburg, Sevierville and Campbell County. Advised TDOT OCT by email of review and sent City of Sevierville PC agenda / minutes which included several proposed developments of reasonable size.

• **Requests for Assistance Activities**
  o August 1, 2019, coordinated with Grainger County Mayor Mike Bryd regarding his recent German Creek Bridge letter request to TDOT.
  o July 29, 2019, email to TDOT regarding RPO prioritization of safety and intersection improvements.

• **Data Collection**
  o No activities this period.

• **Contact Maintenance**
  o No activities this period.

• **Meeting Development**
  o No activities this period.

**Week July 22 – July 26, 2019**

• **Reports and Studies**
  o July 26, 2019, prepared and submitted TDOT Weekly Progress Report for the week’s activities.

• **Community Outreach**
  o July 26, 2019, mailed letters to 17 Planning Commissions requesting to be added to the mailing list for meeting agendas and minutes in order to monitor proposed land development projects. Forwarded letters to TDOT OCT.
  o July 25, 2019, worked on letters to 17 Planning Commissions.
  o July 25, 2019, sent “Summary of 7-23-19 Scott County Local Officials Meetings” to TDOT with request that TDOT draft responses to TDOT related questions.
  o July 24, 2019, prepared “Summary of 7-23-19 Scott County Local Officials Meetings”.
  o July 23, 2019, met individually with the following: Scout County Mayor, Huntsville Mayor, Oneida Mayor and Street Superintendent, Winfield City Recorder, Scott County Road Superintendent. Each local official was presented a package of information which included a transportation issues questionnaire, a description of the
ETNRPO including information on importance of participating in the RPO, assistance available to local officials through the RPO, TDOT project status reports, IMPROVE Act Scott County projects, the TDOT grant information flyer, TDOT’s description of the State Aid and Bridge Grant Program, a Scott County highway map and the State of Tennessee highway map. The County Road Superintendent was also given a County State Aid Roads Map and a list of state aid roads. Information in the package was discussed. Each local official then discussed the transportation needs and issues in their community. Details provided in separate meeting summary to TDOT. Total travel mileage = 176 miles, charged to NRPO.

- **July 22, 2019**, worked on maps and information packages for Scott County local officials meetings.

**Requests for Assistance Activities**
- **July 23, 2019**, received multiple requests during local officials meetings in Scott County. These requests were forwarded to TDOT OCT on July 25, 2019.

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

**Contact Maintenance**
- **July 12, 2019**, added Harold Jeffers, Huntsville Street Department Supervisor, to the data base.

**Meeting Development**
- No activities this period.

**Week July 15 – July 19, 2019**

**Reports and Studies**
- **July 19, 2019**, prepared and submitted TDOT Weekly Progress Report for the week’s activities.
- **July 17, 2019**, distributed by email to RPO members information regarding TDOT’s 2020 Transportation Alternatives Program (TAP) Accepting Applications.
- **July 17, 2019**, worked on RPO Annual Report.

**Community Outreach**
- **July 18, 2019**, worked on letters to Planning Commissions requesting to be added to mailing lists to receive agendas and minutes.
- **July 18, 2019**, requested by email that our 4 community planners keep me posted on proposed new developments in my RPOs. Forwarded to TDOT copy of this email request and list of communities our community planners work with. Our community planners work with 31 of the 53 local governments in my RPOs.
- **July 18, 2019**, requested ETDD staff to advise me of any newspaper articles regarding new developments in my RPO areas. ETDD’s receives most if not every newspaper published in the ETDD area. Forwarded to TDOT copy of this email request.
- **July 16, 2019**, worked on 7 meeting packages for Morgan County one on one local official meetings.
- **July 16, 2019**, worked on Morgan County State Aid Roads list and maps for upcoming one on one Morgan County local officials meetings.
- **July 15, 2019**, in-house meeting to discuss local official’s individual meetings.
- **July 15, 2019**, completed all package (8) to be distributed at the individual meetings in Scott County.
• **Requests for Assistance Activities**
  o July 17, 2019, responded to an email from Rick Chinn, City of Oak Ridge, regarding an inquiry on the proposed widening of Edgemoor Road in Anderson County.
  o July 17, 2019, reviewed information (application, instructions and budget template) for this year's Transportation Alternative Grants.

• **Data Collection**
  o July 18, 2019, posted quarterly reports on ETDD website.
  o July 18, 2019, posted annual reports on ETDD website.

• **Contact Maintenance**
  o July 12, 2019, added Harold Jeffers, Huntsville Street Department Supervisor, to the database.

• **Meeting Development**
  o No activities this period.

**Week July 8 – July 12, 2019**

• **Reports and Studies**
  o July 12, 2019, prepared and submitted TDOT Weekly Progress Report for the week’s activities.
  o July 11, 2019, worked on revised RPO work program wording.
  o July 10, 2019, reviewed and forwarded by email to local officials information regarding TDOT’s Safe Routes to School (SRTS) Non-Infrastructure Incentives.
  o July 10 & 11, 2019, worked on information required for quarterly TDOT invoices.
  o July 10, 2019, forwarded by email to local officials information regarding the UT’s Tennessee Transportation Assistance Program, TTAP training schedule.
  o July 8, 2019, submitted quarterly report and data base to TDOT.
  o July 8, 2019, worked on TDOT quarterly report for the period April 1, 2019 thru June 30, 2019.

• **Community Outreach**
  o July 12, 2019, prepared for and participated in RPO / OCT / TDOT conference call.
  o July 11 & 12, 2019, worked on Scott County State Aid System map and list for Scott County Road Superintendent and forwarded list to road superintendent.
  o July 11 & 12, 2019, produced county maps and city maps for distribution to Scott County local officials.
  o July 10, 2019, worked on meeting packets for Scott County, Oneida, Huntsville, Winfield and Scott County Road Superintendent.
  o July 9, 2019, attended the Knoxville TPO TC meeting. Total mileage = 31 miles, divided equally between the SRPO and NRPO.
  o July 8, 2019, prepared for the Knoxville TPO TC meeting.

• **Requests for Assistance Activities**
  o July 12, 2019, researched and responded to a request from Campbell County Mayor E.L. Morton regarding procedure to name a state highway in honor of someone.
• **Data Collection**
  o No activities this period.

• **Contact Maintenance**
  o July 12, 2019, added Harold Jeffers, Huntsville Street Department Supervisor, to the data base.

• **Meeting Development**
  o No activities this period.

**Week July 1 – July 5, 2019**

• **Reports and Studies**
  o July 5, 2019, prepared and submitted TDOT Weekly Progress Report for the week’s activities.
  o July 3, 2019, worked on TDOT quarterly report for the period April 1, 2019 thru June 30, 2019.
  o July 1, 2019, prepared and distributed by email to RPO members TDOT 2020 Resurfacing list for this RPO.

• **Community Outreach**
  o July 3, 2019, worked on files and plans for local official meetings.
  o July 2, 2019, sent to TDOT for review and comment the draft package for local officials meetings.
  o July 2, 2019, worked on package for local officials meetings: Cover Letter, Description of ETSRPO and ETNRPO, Assistance Available for Local Officials, State Aid Road Bridge Grant, TDOT GrantFlyer, TDOT Project Status Report and IMPROVE Act Projects, local county map and state map.
  o July 1, 2019, worked on package for local officials meetings: Cover Letter, Description of ETSRPO and ETNRPO, Assistance Available for Local Officials, State Aid Road Bridge Grant, TDOT GrantFlyer, TDOT Project Status Report and IMPROVE Act Projects, local county map and state map.

• **Requests for Assistance Activities**
  o July 2, 2019, worked on updating the quarterly grant status report.
  o July 2, 2019, replied to an inquiry from Claiborne County Mayor Joe Brooks regarding TDOT’s resurfacing schedule.
  o July 1, 2019, sent email inquiry to Jessica Wilson, TDOT, regarding communities within RPO submitting MMAG NOIs.
  o July 1, 2019, research and responded to an email from Scott County Mayor Jeff Tibbals regarding the proposed resurfacing of SR 29 / US 27 from the Morgan County Line to Tunnel Hill Road, Scott County.

• **Data Collection**
  o No activities this period.

• **Contact Maintenance**
  o No activities this period.

• **Meeting Development**
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.
- State Route 29 / US 27, from SR 62 in Wartburg to SR 329 in Sunbright, Morgan County, Pin 112888.00. 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 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. In March 2018, a Community Transportation Planning Request was prepared and submitted to TDOT. SR 345 / Cedar Fork Road, from SR 32 / US 25E to DTR, Inc. on Hester Lane, Claiborne County. The Final Technical Report for this project was completed April 9, 2018.

**Transportation Meetings Memorandums**

- July 25, 2019, sent “Summary of 7-23-19 Scott County Local Officials Meetings” to TDOT with request that TDOT draft responses to TDOT related questions.
- August 16, 2019, sent “Summary of 7-23-19 Morgan County Local Officials Meetings” to TDOT with request that TDOT draft responses to TDOT related questions.

**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. This project will be considered by TDOT as a potential “New Start” candidate project in the summer / fall of 2019.

- 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 emergency 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 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. This project will be considered by TDOT as a potential “New Start” candidate project in the summer / fall of 2019.

- 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. TDOT later advised no funding assistance available for the ferry operation. On January 7, 2019, I advised local officials that no funding was available from TDOT for Helms Ferry.

- 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. The project was on the NRPO candidate project list in December 2018 for PE funding.

- SR 32 / US 25E and SR 131 intersection, Grainger County. This project was let to contract on October 5, 2018 with an estimated completion date of August 2019.

- 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”. On January 7, 2019, I sent an email and the completed Final Technical Report to TDOT requesting that this project be considered as a “New Start” candidate project.

Quarterly Updates on Grant Projects

- Caryville SRTS – June 25, 2019. Per Gail Byrd with Robert Campbell & Associates: Three RFP have been submitted to TDOT and funds have been received. Project has been advertised, two bids were received, and Progression Electric, LLC ($35,590.56) was lowest, responsive bidder, TDOT has approved them for the project as of 05/17/19. Next is for engineer to setup Pre-Construction meeting. Project is moving forward. No problems, no delays at this time.
- Union County SRTS – September 27, 2019. Per Greg Green with Robert Campbell & Associates: Currently waiting on Right of Way to be obtained. The County has been provided with legal descriptions and exhibits for the Luttrell project. An easement will be required from the Department of Housing and Urban Development, which could take some 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 and local officials for one on one meetings.
• Work on tasks and activities as described in the contract.
• Participate in the Rural Regional Transportation Plan for this RPO.
• Prepare for Winter 2019 RPO meetings.
• Work on Community Transportation Planning Project Requests.