

East TN SRPO	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**
  - September 26, 2018, completed and submitted to TDOT the draft CTPR for SR 72, from SR 33 / US 411 to SR 322, Monroe County..
- **Community Outreach**
  - No activities this period.
- **Requests for Assistance Activities**
  - September 25, 2018, responded to an inquiry from Bob Parker, Sevierville Parks and Recreation, regarding the Sevierville MMAG application.
  - September 25, 2018, responded to an inquiry from Bob Parker, Sevierville Parks and Recreation, regarding the Sevierville MMAG application.
  - 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.
  - September 27, 2018, prepared draft minutes for SRPO Technical Committee meeting.

**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 18, 2018, conducted Technical Committee and Executive Board meetings. ETDD staff attending included Terry Bobrowski, Christie Burt and Don Brown.
  - September 17, 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 10 - 14, 2018, worked on Gatlinburg's TAG application.
  - September 13, 2018, responded to an inquiry from Michael Foster, Rocky Top City Manager, regarding RPO membership.
- **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 4, 2018, scored SRPO MMAG applications received.
  - September 7, 2018, worked on evaluating and consolidating MMAG scoring committee scores.
  - September 4 - 7, 2018, worked on Gatlinburg's TAG application.
  - September 4, 2018, worked on MMAG's applicants list, activities, and schedules.
- **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 30, 2018, worked on CTPR for SR 72, from SR 322 to SR 33/US 411, Monroe County.
- **Community Outreach**
  - None this period.
- **Requests for Assistance Activities**
  - August 27 - 31, 2018, worked on MMAG's applicants list, activities, and schedules.
  - August 27, 2018, responded to a request from Stacey Whaley, Sevier County, regarding TDOT projects in Sevier County.
- **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**
  - Added David Bolling as permanent proxy for Mayor Neal.
- **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 20 - 24, 2018, worked on MMAG's applicants list, activities, and schedules.
  - August 22, 2018, emails with Roane County Executive Ron Woody regarding Caney Creek Road Bridge over Caney Creek, Roane County.
  - August 22, 2018, responded to an inquiry from Oliver Springs Mayor Cecil Crowe regarding RPO meetings.
- **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 15, 2018, additional coordination with Roane County Executive Ron Woody and TDOT regarding Mr. Woody's inquiry on provisions for pedestrians and bikers on the proposed Caney Creek Road Bridge over Caney Creek, Roane County.
- August 15, 2018, responded to an inquiry from Vishal Savalani w HDR regarding economic developments in Cocke County.
- August 13, 2018, responded to an email inquiry from Mr. Tommy Millsaps regarding status of any improvements to SR 72, Monroe County.
- **Data Collection**
  - No activities this period.
- **Contact Maintenance**
  - August 15 & 17, 2018, worked on up-dating data bases to reflect recent elections.
- **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 various RPO matters.
  - August 8, 2018, developed 2018 MMAG evaluation criteria and scoring sheets.
  - August 8, 2018, coordinated with Roane County Executive Ron Woody and TDOT regarding Mr. Woody's inquiry on provisions for pedestrians and bikers on the proposed Caney Creek Road Bridge over Caney Creek, Roane County.
  - August 6 & 9, 2018, worked on MMAG's applicants list, activities, and schedules.
  - August 6, 2018, responded to a request from Oliver Springs Mayor Cecil Crowe regarding RPO prioritizing projects.
- **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**
  - August 1, 2018, responded to an inquiry from Mike Sullivan, realtor, regarding any proposed roadway improvements for SR 1 / US 70 in Roane County, just east of the Loudon County line.
  - 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, worked 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, prepared and submitted TDOT Annual Report.
- July 18, 2018, revised to respond to TDOT review comments, the CTPR on State Route 61, from State Route 29, L.M. 7.015, to West Tri-County Boulevard in Oliver Springs, L.M. 17.765, Roane County.
- July 18, 2018, distributed by email to RPO members, 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, responded to an inquiry from ETDD grant staff regarding a proposed water line in US 25E in White Pine.
- July 19, 2018, assisted ETDD grant staff in preparing a resolution for a TAP grant application for Gatlinburg.
- 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.

- **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**
  - July 13, 2018, participated in RRP project site visits with TDOT in Cocke and Jefferson counties.
  - July 10, 2018, participated in RRP project site visits with TDOT in Loudon and Monroe counties.
- **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, swapped emails with Gena Gilliam, TDOT, regarding status of 2 safety projects in Blount County.
  - 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.

**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.



- July 2, 2018, responded to an inquiry from Jessi, Soileau, Monroe County, regarding proposed improvements to SR 322 in Monroe County.
- **Requests for Assistance Activities**
  - July 5, 2018, responded to a request from, Michelle Christian, TDOT, regarding Sevier County officials contact information.
  - 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 3, 2018, meeting with following to discuss Rocky Top's MMAG application: Mayor Michael Lovely, City Manager Michael Foster, Houston Daugherty with Cannon and Cannon and Jordan Rockwell with ETDD Community Planners.
  - July 2, 2018, per request provided Stacy Morrison a status report on CTPR in this RPO.
  - July 2, 2018, prepared for the Rocky Top MMAG application meeting.
  - July 2, 2018, sent an email inquiry to Danielle Hagewood, TDOT, regarding SR 72, Monroe County widening being potential eligibility for SIA funding.
  - July 2, 2018, researched SR 72, Monroe County widening being potential eligibility for SIA funding.
- **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 South 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

- December 28, 2017, prepared and submitted a safety project request for Morganton Road, from Clendenen Road to Panorama Drive, Blount County. This request was made to me by Doug Hancock, Senior Planner, Blount County. Pre-brief meeting and site visit scheduled for November 2018.
- December 18, 2017, prepared and submitted a safety project request for Burnett Station Road, from IC King Rd to Black Oak Ridge Road, Blount County. This request was made to me by Doug Hancock, Senior Planner, Blount County. Pre-brief meeting and site visit scheduled for November 2018.

#### New and Outstanding Requests for Study

- SR 61 from Harriman to Oliver Springs, Roane County - July 6, 2017, a request was forwarded to TDOT on behalf of Oliver Springs Mayor Cecil Crowe to study the widening to four lanes of SR 61 from Harriman to Oliver Springs, Roane County. Attached to the request were multiple resolutions provided by Mayor Crowe and a 2011 Draft Needs Assessment. On August 11, 2017, OCT staff advised that the July 6, 2017 had been sent up the Region 1 chain of command. Mayor Crowe made a presentation regarding this request at the September 21, 2017 RPO meeting. Per October 3, 2017 email from OCT, request has been sent to Region for a decision on adding to project list. In March 2018, a Community Transportation Planning Request was prepared and submitted to TDOT. As of October 2018, revisions are underway to address TDOT review comments.
- SR 72, from SR 33 / US 411 to SR 322, Monroe County - July 19, 2017, a request was received from Bryan Hall, Monroe County Director of Economic Development, regarding needed improvements to SR 72, from SR 33 / US 411 to SR 322, Monroe County. This request was in addition to a citizen's, Rhonda Cowden, concerns previously expressed. On July 19, 2017, Mr. Hall's request was forwarded to Nathan Vatter, TDOT, with a request that the expressed concerns be incorporated into the study that was underway by TDOT. On July 24, 2017, TDOT provided recommendations for limited improvements to

this roadway. On October 17, 2017, Nathan Vatter, TDOT, advised that state forces will be moving in on October 30, 2017 to build the right turn deceleration lane on SR-72 at the southern entrance to Excellence Way. The draft CTPR was submitted to TDOT on September 26, 2018. Awaiting TDOT review comments.

- August 25, 2017, a request was received from Mr. Gary Johnson, a Sevierville resident, requesting 1. Improvements to SR 35 / US 411, from the Sevierville city limits (near intersection of SR 416) to near Sims Road (western termini of project underway PIN 101401.01), Sevier County and 2. Extension of SR 449 from SR 35 / US 411 to SR 66 /, Sevier County. Supplemental information received from Mr. Johnson on August 31 and September 5, 2017. On September 11, 2017, a Request for Study was forward to TDOT. Mr. Johnson made a presentation regarding this request at the September 21, 2017 RPO meeting.

#### Quarterly Updates on Grant Projects

- Newport CTPG – October 2, 2018, TDOT forwarded CTPG contract to city to sign.
- Pigeon Forge CTPG – October 2, 2018, TDOT forwarded CTPG contract to city to sign.
- Madisonville 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.
- Gatlinburg MMAG – October 3, 2018. Per Larry Henderson with the City of Gatlinburg: All the field work is complete and the trolley stop shelter concept is being reviewed by city staff for approval, see attached. After approval by city staff, CDM Smith will start final design plans. According to CDM Smith we are on schedule. I have not been made aware of any new problems since the scope of the project has been reduced due to ADA issues and the expenses related to correcting them.

#### 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.