

East TN SRPO	Quarterly Progress Report
For Quarter Ending	December 31, 2018
RPO Coordinator Signature	<i>Don M. Brown</i>

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

Week December 24, 2018 – December 31, 2018

- **Reports and Studies**
 - No activities this period.
- **Community Outreach**
 - No activities this period.
- **Requests for Assistance Activities**
 - December 31, 2018, per request from Jefferson County Mayor Mark Pitts, researched and discussed with the Mayor the potential for improving SR 92, from SR 35 / US 411 to the new bridge in Dandridge, Jefferson County.
 - December 28, 2018, responded to a request from Ty Ross, City of Loudon, regarding ADA requirements.
- **Data Collection**
 - No activities this period.
- **Contact Maintenance**
 - No activities this period.
- **Meeting Development**
 - December 26 - 31, 2018 – January 2, 2019, worked on draft minutes for the December 13, 2018 SRPO joint EB and TC meeting.

Week December 17 – December 21, 2018

- **Reports and Studies**
 - December 21, 2018, distributed by email to RPO members the Weekly East TN Roadway Construction Report.
 - December 19, 2018, prepared and submitted to TDOT the prioritization of candidate projects per the December 13, 2018 action of the Executive Board and Technical Committee.

- **Community Outreach**
 - December 19, 2018, prepared for and attended the First Tennessee RPO TC Meeting. Total mileage = 224 miles, divided equally between the SRPO and NRPO.
- **Requests for Assistance Activities**
 - December 17, 2018, prepared for and participated in a conference call regarding the Newport CTPG project, West Highway 25 / 70 Corridor Study.
- **Data Collection**
 - No activities this period.
- **Contact Maintenance**
 - No activities this period.
- **Meeting Development**
 - December 20 & 21, 2018, worked on draft minutes for the December 13, 2018 SRPO joint EB and TC meeting.
 - December 21, 2018, prepared and submitted TDOT Weekly Progress Report for the week's activities.

Week December 10 – December 14, 2018

- **Reports and Studies**
 - December 11, 2018, responded to an email from TDOT OCT regarding potential public meeting locations for the I-75 corridor study.
- **Community Outreach**
 - No activities this period.
- **Requests for Assistance Activities**
 - December 12, 2018, responded to an inquiry from Doug Hancock, Blount County Planning Department, regarding the June 28, 2018 RPO workshops.
- **Data Collection**
 - No activities this period.
- **Contact Maintenance**
 - No activities this period.
- **Meeting Development**
 - December 14, 2018, prepared and submitted TDOT Weekly Progress Report for the week's activities.
 - December 13, 2018, conducted joint meeting of RPO Executive Board and Technical Committee. ETDD staff attending: Terry Bobrowski, Christie Burt and Don Brown. Total mileage = 50 miles, divided equally between the SRPO and NRPO.

- December 10 – 12, prepared for December 13, 2018 RPO meetings.

Week December 3 – December 7, 2018

- **Reports and Studies**

- December 6, 2018, distributed to RPO members an email regarding prioritizing roadway projects at the December 13, 2018 RPO meeting.

- **Community Outreach**

- December 7, 2018, preparation for December 11, 2018 Knoxville TPO TC meeting.

- **Requests for Assistance Activities**

- December 6, 2018, responded to an inquiry from Bryon Fortner, Sevierville Public Works, regarding project prioritization process.
- December 5, 2018, researched and responded to an inquiry from Jefferson County Mayor Mark Potts regarding ADA Transition Plans.

- **Data Collection**

- December 5, 2018, placed “Candidate Projects for TDOT’s FY 2020 – 2022 on ETDD website.

- **Contact Maintenance**

- December 4, 2018, updated data base for new Mayors and TDOT contacts.

- **Meeting Development**

- December 7, 2018, prepared and submitted TDOT Weekly Progress Report for the week’s activities.
- December 3 – 7, prepared for December 13, 2018 RPO meetings.

Week November 19 – November 30, 2018

- **Reports and Studies**

- November 30, 2018, distributed by email to RPO members the Weekly East TN Roadway Construction Report.
- November 26, 2018, prepared RPO and transportation input into ETDD’s winter newsletter.

- **Community Outreach**

- November 30, 2018, prepared for and participated in RPO / OCT / TDOT conference call.

- **Requests for Assistance Activities**

- November 28, 2018, reviewed Candidate Projects for TDOT’s Three Year Work Program and provided TDOT my comments.

- **Data Collection**

- November 29, 2018, placed RPO meeting notice packets on ETDD website.
- **Contact Maintenance**
 - November 26, 2018, updated data base to reflect new mailing addresses, new email addresses and new proxies.
- **Meeting Development**
 - November 29, 2018, mailed RPO meeting notice packet to voting members.
 - November 28, 2018, emailed RPO meeting notice packet to RPO data bases.
 - November 26, 2018, prepared RPO meeting legal notice and forwarded to Knoxville News Sentinel.
 - November 26, 2018, prepared a Candidate Project List to include in RPO meeting notice.
 - November 26, 2018, revised RPO meeting agenda per input from TDOT.
 - November 20, 2018, prepared draft agenda for 12/13/18 RPO meeting and forwarded to TDOT for approval.
 - November 19, 2018, prepared and mailed to RPO voting members the save the date card for December RPO meetings.
 - November 19 - 30, 2018, preparations for December 2018 RPO meetings.

Week November 12 – November 16, 2018

- **Reports and Studies**
 - November 16, 2018, distributed by email to RPO members the Weekly East TN Roadway Construction Report for Nov. 15 - 21, 2018.
- **Community Outreach**
 - November 13, 2018, prepared for and attended the Knoxville TPO Technical Committee meeting. Total mileage = 30 miles, divided equally between the SRPO and NRPO. Terry Bobrowski attended this meeting.
- **Requests for Assistance Activities**
 - November 15, 2018, sent an email to adjacent RPO Coordinators inquiring about engineering firms in East Tennessee with experience preparing ADA Transition Plans.
 - November 15, 2018, sent an email to ETDD Community Planners inquiring about engineering firms in East Tennessee with experience preparing ADA Transition Plans.
 - November 15, 2018, sent an email to Margaret Z. Mahler, TDOT, inquiring about engineering firms in East Tennessee with experience preparing ADA Transition Plans.
 - November 15, 2018, responded to an inquiry from Jefferson County Mayor Mark Potts regarding ADA Transition Plans and engineering firms with experience preparing ADA Transition Plans.
- **Data Collection**
 - No activities this period.
- **Contact Maintenance**
 - November 26, 2018, revised data base to add proxy for Dennis Ferguson, Roane County Highway Department.

- **Meeting Development**

- November 16, 2018, prepared and submitted TDOT Weekly Progress Report for the week's activities.
- November 16, 2018, mailed to RPO data bases the save the date card for December RPO meetings.
- November 15, 2018, prepared and emailed to RPO data bases the save the date card for December RPO meetings.
- November 14, 2018, preparations for December 2018 RPO meetings.

Week November 5 – November 9, 2018

- **Reports and Studies**

- November 6, 2018, prepared for and participated in a conference call regarding the I-55/ I-75/ I-26 Multimodal Corridor Study Kick-Off Meeting.
- November 6, 2018, review of potential locations for public meetings for the I-55/ I-75/ I-26 Multimodal Corridor Study.
- November 6, 2018, prepared a regional planning map showing county boundaries, MPO boundaries, RPO boundaries and interstates.
- November 5, 2018, distributed by email to Roane County local officials TDOT's Proposed Amendment No. 173 to the FY 2017-2020 STIP, Signalization in Harriman, Roane Co.

- **Community Outreach**

- November 5, 2018, prepared for the November 8, 2018 LAKEWAY MTPO TAC meeting.

- **Requests for Assistance Activities**

- November 5, 2018, participated in a RSA pre-brief meeting for Morganton Road and Burnette Station Road, Blount County.
- November 5, 2018, responded to an inquiry from Mr. Dustin Blazer with Parrottsville Parks and Recreation regarding the RPO and TDOT grant programs.

- **Data Collection**

- No activities this period.

- **Contact Maintenance**

- November 5, 2018, added per request Mr. Dustin Blazer with Parrottsville Parks and Recreation to the data base.

- **Meeting Development**

- November 9, 2018, prepared and submitted TDOT Weekly Progress Report for the week's activities.

Week of October 29 – November 2, 2018

- **Reports and Studies**

- October 29, 2018, sent email to OCT office regarding status of TDOT review of 2 CTPRs from this RPO.

- October 31, 2018, advised Randy Dotson w Mattern and Craig Engineers of December 13, 2018 RPO meetings in order to avoid conflicts with county LRSIP meetings.
- **Community Outreach**
 - October 29 & 30, 2018, preparation for the November 1 & 2 TDOT / RPO meeting.
 - October 29 & 30, 2018, worked on my presentation for the November 1 & 2 TDOT / RPO meeting.
 - November 1 & 2, 2018, attended TDOT OCT & RPO meeting in Nashville. Total mileage = 449 miles, split equally between the SRPO and NRPO.
- **Requests for Assistance Activities**
 - October 29, 2018, prepared for RSA pre-brief meeting for Morganton Road and Burnette Station Road, Blount County.
- **Data Collection**
 - No activities this period.
- **Contact Maintenance**
 - October 30, 2018, updated data base for new email addresses and executive assistants.
- **Meeting Development**
 - October 31, 2018, prepared and submitted TDOT Weekly Progress Report for the week's activities.
 - October 31, 2018, coordinated with RPO EB and TC Chairman and Vice Chairman regarding change of date for the RPO meetings.
 - October 30, 2018, coordinated with TDOT staff regarding changing RPO meeting dates.
 - October 30, 2018, coordination with Roane County Executive Ron Woody regarding December 7, 2018 RPO meeting.

Week of October 22 – 26, 2018

- **Reports and Studies**
 - October 26, 2018, distributed by email to RPO members TDOT's Weekly East Tennessee Roadway Construction Report.
 - October 24, 2018, distributed by email to local officials in Sevier County TDOT's Proposed Amendment No. 171 to the FY 2017-2020 STIP, Jake Thomas Connector, Sevier Co.
- **Community Outreach**
 - October 26, 2018, preparation for the November 1 & 2 TDOT / RPO meeting.
 - October 25 & 26, 2018, worked on my presentation for the November 1 & 2 TDOT / RPO meeting.
 - October 25, 2018, ranked the candidate projects for the Knoxville TPO for TDOT 2020-2022 3-Year Program.
 - October 23, 2018, responded to an email from Rich DesGroseilliers project ranking within the LAMTPO region.
- **Requests for Assistance Activities**

- October 22, 2018, researched and responded to a request from Ty Ross, City Manager Loudon, regarding a possible extension of a 2019 SR 72 resurfacing project.
- October 26, 2018, advised Ty Ross, City Manager Loudon, that TDOT had agreed to extend per his request the SR 72 resurfacing project in Loudon County.
- **Data Collection**
 - No activities this period.
- **Contact Maintenance**
 - October 25, 2018, updated data bases to revise TDOT and FHWA contacts.
 - October 24, 2018, updated email addresses for road superintendents.
- **Meeting Development**
 - October 24, 2018, worked on potential agenda items for December 7, 2018 RPO meetings.
 - October 24, 2018, contacted by email Chairmen and Vice Chairmen of both TC and EB regarding availability for December 7, 2018 RPO meeting.
 - October 23, 2018, worked on preparations for December 7, 2018 RPO meetings.
 - October 26, 2018, prepared and submitted TDOT Weekly Progress Report for the week's activities.

Week of October 15 – 19, 2018

- **Reports and Studies**
 - October 18, 2018, distributed to RPO members by email TDOT Project Status Reports.
 - October 18, 2018, distributed to RPO members by email the 2019 TDOT Resurfacing List.
 - October 17, 2018, completed revisions to SR 61, Roane County Final CTPR and submitted to TDOT.
 - October 15, 2018, reviewed and forwarded to Blount County local officials revised PreBrief packets for Morganton Road and Burnett Station Road in Blount County.
 - October 15, 2018, distributed to RPO members by email the TTAP Training Calendar October – December.
- **Community Outreach**
 - October 16, 2018, prepared for and attended the Knoxville TPO Technical Committee meeting. Total mileage = 34 miles, divided equally between the SRPO and NRPO.
- **Requests for Assistance Activities**
 - October 17, 2018, researched and responded to a request from Ruth Hawk, Monroe County Planner, regarding right of way width on SR 68, Monroe County in the Coker Creek area.
- **Data Collection**
 - No activities this period.
- **Contact Maintenance**
 - No activities this period.

- **Meeting Development**

- October 15 & 16, 2018, worked on preparations for December 7, 2018 RPO meetings.
- October 18, 2018, prepared and submitted TDOT Weekly Progress Report for the week's activities.

Week of October 8 – 12, 2018

- **Reports and Studies**

- October 12, 2018, worked on revisions to CTPR for SR 61, Roane County to address KB's August 10, 2018 review comments.
- October 11, 2018, provided Blount County officials info on the Pre-brief meeting and site visits for RSAs on Morganton Road and Burnette Station Road.
- October 9, 2018, provided TDOT information regarding 2018 RPO project prioritization.

- **Community Outreach**

- No activities this period.

- **Requests for Assistance Activities**

- October 11, 2018, worked on CTPR presentation for upcoming November 1, 2018 OCT / RPO meeting.

- **Data Collection**

- October 11, 2018, worked on ETDD website. Deleted out of date information. Added new quarterly reports.

- **Contact Maintenance**

- October 9, 2018, updated data bases and forwarded to TDOT.

- **Meeting Development**

- October 12, 2018, prepared and submitted TDOT Weekly Progress Report for the week's activities.
- October 10, 2018, produced mileage, postage, time sheet and quarterly report information required for quarterly invoices.
- October 9, 2018, completed and submitted TDOT RPO Quarterly Report.

Week of October 1 – 5, 2018

- **Reports and Studies**

- October 4 & 5, 2018, revised CTPR for SR 61, Roane County to address KB's August 10, 2018 review comments.
- October 2, 2018, prepared ETDD quarterly report input for RPO and transportation activities.
- October 1, 2018, invited Blount County local officials to Pre-brief meeting and site visits for RSAs on Morganton Road and Burnette Station Road.

- **Community Outreach**

- October 5, 2018, prepared for and participated in RPO / OCT / TDOT conference call.

- **Requests for Assistance Activities**
 - October 2, 2018, replied to an inquiry from Jefferson County Mayor Mark Potts regarding Jefferson County's county and municipal representatives on the SRPO TC.
- **Data Collection**
 - October 4, 2018, placed TC and EB meeting minutes on ETDD website.
- **Contact Maintenance**
 - October 1, 2018, updated data bases to incorporate attendees at the RPO TC and EB meetings and new contact information.
- **Meeting Development**
 - October 2 & 3, 2018, worked on TDOT RPO Quarterly Report.
 - October 1, 2018, prepared and submitted TDOT Weekly Progress Report for the week's activities.
 - October 1, 2018, prepared and distributed to members draft minutes for SRPO Executive Board meeting.

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.
- SR 61 from Harriman to Oliver Springs, Roane County. On October 16, 2018, a revised CTPR was submitted addressing TDOT review comments.
- SR 72, from SR 33 / US 411 to SR 322, Monroe County. The draft CTPR was submitted to TDOT on September 26, 2018.

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. The Pre-Brief Meeting was held on November 5, 2018 and the site visit was held on November 7, 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. The Pre-Brief Meeting was held on November 5, 2018 and the site visit was held on November 7, 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. On October 16, 2018, a revised CTPR was submitted addressing TDOT review comments. This project will be considered by TDOT as a potential "New Start" candidate project in January / February 2019.
- 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. This project will be considered by TDOT as a potential "New Start" candidate project in January / February 2019.
- 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 – January 4, 2019, a kick-off meeting and field review is scheduled for January 10, 2019.
- Pigeon Forge CTPG – January 4, 2019. Per David Taylor with City of Pigeon Forge: CDM Smith has received a Notice to Proceed from TDOT and are in the process of scheduling a kickoff meeting which will most likely be next week. An advisory committee of business owners and planning commissions has been formed to be involved in the process.
- Madisonville SRTS – January 4, 2019. Per Gail Byrd with Robert Campbell & Associates: Awaiting right-of-way certification and revised bid specifications.
- 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 Spring 2019 RPO meetings.
- Work on Community Transportation Planning Project Reports.