

East TN SRPO	Quarterly Progress Report
For Quarter Ending	June 30, 2019
RPO Coordinator Signature	<i>Don M. Brown</i>

Services provided this period will be included in the quarterly invoice for the period April 1, 2019 thru June 30, 2019. The tasks and activities described below are in accordance with the Contract's Roles and Responsibilities of Rural Planning Organizations.

Week June 24 – June 28, 2019

- **Reports and Studies**

- June 28, 2019, prepared and submitted TDOT Weekly Progress Report for the week's activities.
- June 28, 2019, assisted TDOT in RuPI definition of eligible applicants.
- June 28, 2019, reviewed TDOT's info on the Rural Planning Initiative.
- June 27, 2019, coordination with TDOT, Andrea Noel, regarding RPOs role in the Rural Planning Initiative.
- June 26, 2019, worked on revised RPO work program and budgets per Stacy Morrison's 6/24/19 email.
- June 25, 2019, worked on revised RPO work program and budgets per Stacy Morrison's 6/24/19 email.

- **Community Outreach**

- June 28, 2019, prepared "Assistance Available for Local Officials Through the Rural Planning Agency" for local official's package.
- June 28, 2019, prepared a draft description of the RPO and importance of participating for local official's package.
- June 27, 2019, prepared a draft "Transportation Needs Questionnaire for Local Officials" for local official's package.
- June 25, 2019, reviewed LAKEWAY MTPO Bylaws and Prospectus.

- **Requests for Assistance Activities**

- June 27, 2019, worked on updating the quarterly grant status report.
- June 26, 2019, finalized and submitted MMAG NOIs for Sweetwater.
- June 24, 2019, worked on updating the quarterly grant status report.

- **Data Collection**

- No activities this period.

- **Contact Maintenance**

- June 24, 2019, updated data bases to include new TDOT District Engineers contact information.

- **Meeting Development**

- No activities this period.

Week June 17 – June 21, 2019

- **Reports and Studies**

- June 21, 2019, prepared and submitted TDOT Weekly Progress Report for the week's activities.
- June 17, 2019, prepared RPO and transportation article for ETDD Summer Newsletter.

- **Community Outreach**

- No activities this period.

- **Requests for Assistance Activities**

- July 18, 2019, researched and replied to an email from Donna Martin, Monroe County Mayor's Office, regarding a potential MMAG on River Road.
- June 17, 2019, worked on At Risk Counties One Pagers for Monroe County.
- June 18, 2019, worked on 2019 MMAG Notice of Intent for Sweetwater.

- **Data Collection**

- No activities this period.

- **Contact Maintenance**

- No activities this period.

- **Meeting Development**

- No activities this period.

Week June 10 – June 14, 2019

- **Reports and Studies**

- June 14, 2019, prepared and submitted TDOT Weekly Progress Report for the week's activities.
- June 14, 2019, prepared outline / scope for potential county lever transportation plans.

- **Community Outreach**

- June 12, 2019, prepared for and attended the LAKEWAY MTPO meeting in Jefferson City. Total mileage = 103 miles, divided equally between the SRPO and NRPO.
- June 11, 2019, prepared for and participated in RPO / OCT / TDOT conference call.

- **Requests for Assistance Activities**

- June 13, 2019, worked on At Risk Counties One Pagers for Monroe County.
- June 11, 2019, worked on 2019 MMAG Notice of Intent for Sweetwater.

- **Data Collection**

- No activities this period.

- **Contact Maintenance**
 - June 10, 2019, updated data bases to reflect new TDOT staff at Districts 18 & 19 and addition of Kathryn Baldwin, Consultant.
- **Meeting Development**
 - No activities this period.

Week June 3 – June 7, 2019

- **Reports and Studies**
 - June 7, 2019, prepared and submitted TDOT Weekly Progress Report for the week's activities.
 - June 4, 2019, worked on revised RPO work program and responses to TDOT review comments.
 - June 3, 2019, worked on revised RPO work program.
- **Community Outreach**
 - No activities this period.
- **Requests for Assistance Activities**
 - June 7, 2019, worked on At Risk Counties One Pagers for Monroe County.
 - June 6, 2019, responded to a request for information for State Route 92 (Chestnut Hill Road), from SR 35 / US 411 (L.M. 0.00) to the new bridge (L.M. 9.14) in Dandridge, Jefferson County.
 - June 6, 2019, worked on 2019 MMAG Notice of Intent for Sweetwater.
- **Data Collection**
 - No activities this period.
- **Contact Maintenance**
 - No activities this period.
- **Meeting Development**
 - No activities this period.

Week May 27 – May 31, 2019

- **Reports and Studies**
 - May 31, 2019, prepared and submitted TDOT Weekly Progress Report for the week's activities.
 - May 30, 2019, per TDOT request revised and resubmitted RPO Work Program budgets.
- **Community Outreach**
 - May 27, 2019, preparation for training session with Ronda and Chase.
- **Requests for Assistance Activities**

- May 31, 2019, participated in West Highway 25/70 Corridor - Project Status Call.
- May 30, 2019, research and phone conversations with Matt Rudder regarding potential Dandridge MMAG project.
- May 28 - 31, 2019, worked on 2019 MMAG program and applications.

- **Data Collection**

- No activities this period.

- **Contact Maintenance**

- No activities this period.

- **Meeting Development**

- No activities this period.

Week May 20 – May 24, 2019

- **Reports and Studies**

- May 24, 2019, prepared and submitted TDOT Weekly Progress Report for the week's activities.
- May 24, 2019, sent the draft ETSRPO & ETNRPO Work Program and Budget to TDOT for your review.
- May 20 - 24, 2019, worked on new RPO Work Program and budget.
- May 20, 2019, responded to an inquiry from TDOT regarding data collection portion of proposed RPO work program.

- **Community Outreach**

- May 22 & 23, 2019, preparation for training session with Ronda and Chase.

- **Requests for Assistance Activities**

- May 20 - 24, 2019, worked on 2019 MMAG program and applications.

- **Data Collection**

- No activities this period.

- **Contact Maintenance**

- No activities this period.

- **Meeting Development**

- May 22, 2019, coordination and emails with TDOT regarding June 2019 RPO meetings.

Week May 13 – May 17, 2019

- **Reports and Studies**

- May 17, 2019, prepared and submitted TDOT Weekly Progress Report for the week's activities.

- May 15, 2019, worked on new RPO Work Program and budget.
- May 13, 2019, submitted draft RPO Work Program to TDOT for review and comments.
- May 13, 2019, worked on new RPO Work Program.
- May 13, 2019, reviewed Marshall's County Comprehensive Land Use and Transportation Plan as a potential example for future ETDD plans.
- May 13, 2019, reviewed FTDD's Unicoi County Comprehensive Land Use and Transportation Plan as a potential example for future ETDD plans.
- **Community Outreach**
 - May 14, 2019, attended the Knoxville TPO EB meeting and CMAQ & ADA workshop.
- **Requests for Assistance Activities**
 - May 17, 2019, worked on 2019 MMAG program.
 - May 13, 2019, worked on 2019 MMAG program.
- **Data Collection**
 - No activities this period.
- **Contact Maintenance**
 - No activities this period.
- **Meeting Development**
 - May 17, 2019, worked on preparations for the June 2019 RPO meetings.

Week May 6 – May 10, 2019

- **Reports and Studies**
 - May 10, 2019, prepared and submitted TDOT Weekly Progress Report for the week's activities.
 - May 10, 2019, worked on new RPO Work Program.
 - May 10, 2019, per TDOT request worked on suggested changes to TDOT's functional classification for RPO counties.
 - May 9, 2019, worked on new RPO Work Program.
 - May 9, 2019, per TDOT request worked on suggested changes to TDOT's functional classification for RPO counties.
 - May 8, 2019, worked on new RPO Work Program.
 - May 8, 2019, per TDOT request worked on suggested changes to TDOT's functional classification for RPO counties.
- **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**
 - No activities this period.

Week April 29 – May 3, 2019

- **Reports and Studies**
 - May 3, 2019, prepared and submitted TDOT Weekly Progress Report for the week’s activities.
 - May 3, 2019, work on budget for new RPO Work Program.
 - May 2 & 3, 2019, worked on new RPO Work Program.
 - May 2, 2019, sent email to Claiborne County local officials requesting input on Claiborne Co. - S.R. 32 (U.S. 25W): Interchange at S.R. 345.
 - May 2, 2019, forwarded by email to RPO members information regarding TDOT 2019 MMAG program.
- **Community Outreach**
 - No activities this period.
- **Requests for Assistance Activities**
 - May 2, 2019, researched an inquiry from Brian Brown, Loudon County Schools, regarding transportation issues at local schools located on Hickory Creek Road near intersection of US 70 and US 321. Left Brian a phone message to call me.
- **Data Collection**
 - No activities this period.
- **Contact Maintenance**
 - No activities this period.
- **Meeting Development**
 - No activities this period.

Week April 22 – 26, 2019

- **Reports and Studies**
 - April 26, 2019, prepared and submitted TDOT Weekly Progress Report for the week’s activities.
 - April 26, 2019, worked on new RPO Work Program.
 - April 25, 2019, worked on new RPO Work Program.
 - April 23, 2019, reviewed the “RPO Annual Work Program for 2020 – 2022” provided by TDOT.
 - April 23, 2019, reviewed the “Starter Packets for 2020 – 2022 Contracts” provided by TDOT.

- April 23, 2019, per request prepared and emailed Andrea Barbour information regarding CTPRs in the RPO.
- April 22, 2019, distributed by email to RPO members information regarding the Governor and Commissioner Release of the Transportation Improvement Plan.
- April 22, 2019, reviewed and highlighted TDOT's 2020 – 2022 Three Year Work Program.
- April 22, 2019, prepared and submitted TDOT Weekly Progress Report for the week's activities.
- **Community Outreach**
 - April 25, 2019, attended TDOT / RPO meeting to discuss RPO scope, contracts, invoicing, etc.
 - April 24, 2019, prepared for April 25, 2019 meeting regarding RPO scope, contracts, invoicing, etc.
 - April 23, 2019, advised TDOT of a dangerous situation that has developed at the intersection of Guinn Road and Alcoa Highway.
- **Requests for Assistance Activities**
 - April 22, 2019, responded to a request from TDOT regarding FHWA/TDOT NEPA Coordination.
- **Data Collection**
 - April 24, 2019, placed TDOT RPO Quarterly Report on ETDD website.
 - April 24, 2019, worked on updating ETDD Transportation website.
- **Contact Maintenance**
 - No activities this period.
- **Meeting Development**
 - No activities this period.

Week April 15 – 19, 2019

- **Reports and Studies**
 - April 16, 2019, completed East Tennessee Development District Quarterly Report for this RPO.
- **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**
 - No activities this period.

Week April 8 – 12, 2019

- **Reports and Studies**

- April 12, 2019, prepared and submitted TDOT Weekly Progress Report for the week's activities.
- April 12, 2019, responded to a request from Andrea Barbour for county meetings input into the RPO Rural Regional Transportation Plan.
- April 11, 2019, worked on East Tennessee Development District Quarterly Report.
- April 10, 2019, prepared and sent to TDOT a list describing how TDOT and RPOs can best assist our Distressed and At Risk counties and cities.
- April 10, 2019, reviewed TDOT's draft RPO Annual Work Program FY20.
- April 9, 2019, worked on information required for quarterly TDOT invoices.
- April 9, 2019, completed and submitted TDOT quarterly report for the period January 1, 2019 thru March 31, 2019.
- April 8, 2019, worked on distressed and at risk counties activity report per Stacy's request.
- April 8, 2019, worked on information required for quarterly TDOT invoices.

- **Community Outreach**

- April 10, 2019, provided input to TDOT regarding means to assist the Distressed and At Risk counties and cities.

- **Requests for Assistance Activities**

- April 11, 2019, prepared and submitted a response to UT Civil Engineering Department regarding bike-pedestrian count program in East Tennessee North & South RPO.
- April 11, 2019, reviewed the meeting notes from the March 13, 2019 Newport Corridor Study meeting.
- April 10, 2019, updated the quarterly grant status report re Gatlinburg grant.
- April 9, 2019, researched and responded to a request from Stacy Morrison regarding status of CTPRs in the RPO.

- **Data Collection**

- No activities this period.

- **Contact Maintenance**

- No activities this period.

- **Meeting Development**

- No activities this period.

Week April 1 – 5, 2019

- **Reports and Studies**

- April 5, 2019, prepared and submitted TDOT Weekly Progress Report for the week's activities.
- April 5, 2019, worked on East Tennessee Development District Quarterly Report.
- April 4, 2019, worked on TDOT quarterly report for the period January 1, 2019 thru March 31, 2019.

- April 3, 2019, sent by email to RPO members the Tennessee Transportation Assistance Program's class and workshop schedule.
- April 2, 2019, worked on information required for quarterly TDOT invoices.
- April 1, 2019, worked on TDOT quarterly report for the period January 1, 2019 thru March 31, 2019.
- **Community Outreach**
 - April 5, 2019, prepared for and participated in RPO / OCT / TDOT conference call.
 - April 3, 2019, meeting with Ronda Sawyer, TDOT, and Chase Milner, FTDD, to discuss RPOs.
 - April 1, 2019, preparation for RPO training sessions on April 3, 2019 with Ronda Sawyer and Chase Milner.
- **Requests for Assistance Activities**
 - April 5, 2019, reviewed draft public meeting power point presentation for I-55/75/26 Multimodal Corridor Study.
 - April 2, 2019, responded to a request from Anne Brock w WVLT TV regarding the RPO project prioritization lists and bridge replacement projects.
 - April 2, 2019, updated the quarterly grant status report.
- **Data Collection**
 - No activities this period.
- **Contact Maintenance**
 - No activities this period.
- **Meeting Development**
 - No activities this period.

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.
- SR 92 (Chestnut Hill Road), from SR 35 / US 411 to the new bridge in Dandridge, Jefferson County. The CTPR was submitted to TDOT on March 25, 2019.

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. TDOT completed the Road Safety Audit report on January 14, 2019.
- 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. TDOT completed the Road Safety Audit report on January 14, 2019.

New and Outstanding Requests for Study

- SR 92 (Chestnut Hill Road), from SR 35 / US 411 to the new bridge in Dandridge, Jefferson County – On January 9, 2019, Jefferson County Mayor Mark Potts signed a CTPR Request Form for this section of roadway. The kick off meeting and site visit were conducted on February 6, 2019. On March 25, 2019, the CTPR was submitted to TDOT. Hopefully, the SR 92 CTPR will be considered by TDOT as a potential “New Start” candidate project in the summer / fall of 2019.
- SR 61, Oliver Springs, Roane County – January 25, 2019, a request was received from former Oliver Springs Mayor Cecil Crowe for safety improvements to the section of SR 61 transitioning from a four lane to a two lane facility. Mr. Crowe noted a recent fatal accident at this location and previous accidents. Mr. Crowe also requested 10 years of crash data along this roadway. Mr. Crowe’s inquiry was sent to both Steve Borden and myself. On January 29, 2019, Steve Borden responded by email advising Mr. Crowe that TDOT will update the recent safety study to incorporate recent accident data.

- 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 the summer / fall of 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 the summer / fall of 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 – July 2, 2019. Per Gary Carver with City of Newport: We feel the project is moving along very well. We are happy with the progress and there has been positive community feedback so far. The county planning commission has been very open and supportive of a corridor management agreement. With the developments at the 432 exit, we feel that more expansion of commercial development is imminent through that area and having this plan in place is important to smart growth. As long as everything stays on track, I believe we will be finished up sometime late summer.
- Pigeon Forge CTPG – June 25, 2019. Per David Taylor with City of Pigeon Forge: Pigeon Forge has been gathering information and began working on the plan. I would consider this Phase II. Traffic counts were collected during the first week of June and are currently being processed. We have developed several cross section exhibits and access management renderings based on comments

from the Stakeholder meeting. The website should be going live very soon to gather public comment regarding improvement needs. We have also been working on the report as we go.

- Madisonville SRTS – June 27, 2019. Per Gail Byrd with Robert Campbell & Associates: One RFP has been submitted to TDOT and funds received. Project has been approved by TDOT for advertisement, Progression Electric, LLC (\$35,590.56) was lowest, responsive bidder, TDOT has approved them for the project as of 05/28/19. Next is for engineer to setup Pre-Construction meeting. Project is moving forward.. No problems, no delays at this time.
- Gatlinburg MMAG – June 24, 2019. Jeff Mize with CDMSmith: 1. Plans were submitted to TDOT for review around the first of the year. We received comments from TDOT and have addressed those in an updated plan set. 2. After plans were submitted, local stakeholders requested moving the location of the pedestrian crossing near the Rocky Top Sports Complex. The city officially asked TDOT to make that change. 3. Upon TDOT's approval of that request, we updated the design and submitted a revised plan to TDOT for review. 4. TDOT verified that we can submit one plan set for final ROW certification and design approval. We will submit plans to TDOT by the end of this week. 5. Next week we will also submit the bid package and construction estimate to TDOT for approval. 6. Utility coordination is complete.

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.
- Work on tasks and activities as described in the contract.
- Participate in the Rural Regional Transportation Plan for this RPO.
- Prepare for Summer 2019 RPO meetings.
- Work on Community Transportation Planning Project Reports.