SUMMARY OF MINUTES

Mr. Nicholas Oyler called the meeting to order at 4:30 PM. In addition to Mr. Oyler, the following committee members were present at the meeting:

Mr. Steven Edwards  City of Memphis
Mr. Bob Rogers       Shelby County Health Dept.
Mr. Dale Christie    Citizen
Ms. Dawn Vinson      Citizen
Mr. Gene Carkeet     Citizen
Mr. John Paul Shaffer Livable Memphis
Mr. Jose Rodriguez   MCIL
Mr. Brad Coney       MSTA
Mr. John Michels     Mid-South Greenprint
Mr. Jordan Smith     MATA (alternate for Mr. John Lancaster)

The following members of the general public were present at the meeting:

Ms. Suzanne Carlson Mayor’s Institute for Excellence in Government

The following Memphis MPO Staff were present:

Mr. Nicholas Oyler Transportation Planner / Bicycle & Pedestrian Coordinator
Mr. Kwasi Agyakwa Transportation Planner
Mr. Peter Jenkins  Transportation Planner
1) **Welcome & Introductions**

Mr. Nicholas Oyler briefed the committee on the meeting’s agenda. Those present at the meeting briefly introduced themselves.

2) **Announcements and Briefings**

Mr. Oyler provided briefings on the following items:

(a) **New Greenprint Coordinator**

   Mr. John Michels introduced himself to the committee as the new Mid-South Greenprint Coordinator. Mr. Michels explained that he was hired to lead the first phase of Greenprint implementation.

(b) **TDOT Multimodal Access Grant**

   TDOT has postponed the announcement of Multimodal Access Grant recipients until the end of May.

(c) **Livability 2040: Regional Transportation Plan**

   The RTP is halfway completed and the second round of public meetings will be happening in July.

3) **Coordinated Human Services Transportation Plan (CHSTP)**

   Mr. Oyler explained that the current CHSTP was adopted in 2007 and is in need of an update to ensure efficient coordination between all human services transportation providers. He explained that the plan will be geared towards paratransit for the disabled, elderly or those with limited mobility. The updated CHSTP will include a broader swath of the metropolitan region extending farther into West Tennessee than the previous study’s boundary. Public meetings will be held in June or July as well as late September or early October.

   Ms. Suzanne Carlson asked about methods of disseminating information to riders that would inform them on the various transportation services available. Mr. Kwasi Agyakwa explained that, at the CHSTP kickoff meeting, the Advisory Committee discussed having a single coordinator that a user could call for obtaining service information from all paratransit providers.

   Mr. Jose Rodriguez asked if this would entail a major effort to expand and enhance paratransit. Mr. Oyler replied that it would be an effort to improve current service and identify opportunities for expansion in the future.

   Ms. Carlson asked if the MPO had included on the Advisory Committee Ms. Kerri Campbell from the Institute of Excellence in Government. Mr. Oyler and Mr. Agyakwa indicated that they would get in touch with Ms. Campbell.
Mr. Rodriguez asked if there would be an attempt to coordinate with the taxi companies. Mr. Agyakwa stated that all of the Memphis-area taxi providers are included on the Plan’s stakeholder list. Mr. Rodriguez added that the Advisory Council for Citizens with Disabilities has been working with the City of Memphis to have a link on their website to display all of the services for people with disabilities.

4) **FY 2015 Transportation Alternatives Program (TAP)**

Mr. Oyler gave a quick background of FY 2015 TAP funding. The MPO is anticipating that this fiscal year the Tennessee portion will have approximately $1,000,000 worth of TAP funding available, while the Mississippi portion will be about $170,000. Mr. Oyler detailed that, during the last TAP process, two fiscal years were grouped together, resulting in a larger pool of funding. For the current TAP application round, the MPO will be looking to fund projects with higher project cost for greater efficiency through the environmental, design and construction process. The application period for jurisdictions will begin June 8th and close July 17th. On July 28th, the ATAC will participate in the scoring of the projects, with the ATAC contributing 20% of the final score.

Mr. Michels asked if the $1,000,000 of available funding was for all of Tennessee or for the Memphis region. Mr. Oyler stated it is for the Tennessee portion of the Memphis MPO’s Planning Area.

Ms. Dawn Vinson asked if all of the FY 2013 - FY 2014 TAP projects had been completed. Mr. Oyler replied that many of the projects are still under environmental review. Mr. Stephen Edwards gave an overview of the engineering process for projects. Ms. Vinson asked about the timeline to spend the funds, Mr. Oyler responded that the funds have to be obligated by the end of September 2016.

Mr. Dale Chrystie asked if the completion of projects in that timeline was possible. Mr. Edwards replied that many of these projects have been under development for over a year and can meet the obligation deadline. Mr. Chrystie asked about the scoring process, specifically the portion not provided by the ATAC. Mr. Oyler replied that, as was performed during the last round of TAP selection, the ATAC contributes 20% of a project’s final score and the MPO staff – using scoring criteria developed and approved by ATAC – determines the remaining 80%.

Ms. Carlson asked how one becomes a member of ATAC. Mr. Oyler replied that there is official membership and to become a member one should send a request to the MPO Administrator.

5) **FHWA Bicycle-Pedestrian Counter Pilot Program**

Mr. Oyler introduced this pilot program to the committee. The Memphis MPO has been selected as one of ten MPOs across the country to participate in this program. The pilot program aims to help develop bicycle and pedestrian counter programs, with associated data collection, for MPOs currently with limited counter technology. Mr. Oyler asked the committee to help
brainstorm potential locations for the counting technology, detailing that the counters will likely be passive infrared technology.

Ms. Carlson asked if the MPO would setup the technology at mid-block or intersection locations. Mr. Edwards added that it would be difficult to utilize passive infrared technology at intersections.

Mr. Edwards asked if the technology would be wireless, explaining that wireless technology is not the most reliable if there is not a good signal to work properly.

Mr. Bob Rogers asked if the 40 locations from the last count could be sent to the ATAC committee members. Mr. Oyler stated he would send out the locations the following day.

Mr. Gene Carkeet expressed that certain communities walk differently and that not knowing the patterns of walking could skew the data.

Mr. John Paul Shaffer asked how long the counting technology would be placed at each location. Mr. Oyler answered that the minimum time period would be two weeks.

Mr. Agyakwa asked if it would be advantageous to place the counters in locations where new bicycle facilities were being developed. Mr. Schaffer explained that the rationale behind picking some of the initial 40 locations was to do before-and-after counts once projects were completed.

Mr. Shaffer asked if the MPO will coordinate with other jurisdictions that are currently doing bicycle and pedestrian counting. Mr. Oyler replied that the MPO could supplement their counts or do a separate count. Mr. Edwards added that it would be important, if using data from other jurisdictions, to get a copy of their count methodology to ensure proper analysis of the data.

6) **New Business**

Mr. Rogers announced that the Health Dept. is looking for a new supervisor for its Shelby County Air Quality Improvement Branch, with the application period ending on Friday, May 29th.

7) **Adjourn at 5:25 PM**

*NOTE: The meeting minutes are a summary of the meeting. If you would like to review the tape recording of the entire meeting you may so do by scheduling an appointment with Nicholas Oyler, Transportation Planner/Bicycle and Pedestrian Coordinator (901) 576-7130.*