Knoxville Transportation Authority

Meeting Date: Thursday, October 24, 2019

Main Assembly Room City County Building 400 Main Street Knoxville, TN 37902



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MADELINE ROGERO MAYOR (865)215-2040





CHRIS CROUCH VICE-CHAIR

WHITNEY CROWE RECORDING SECRETARY

SANDY BOOHER

LILIANA BURBANO BONILLA

MARK HAIRR

GWEN MCKENZIE

JIM RICHARDS

KIMBERLY WATKINS

DR. WALTER WILLIAMS

JOHN LAWHORN ATTORNEY TO K.T.A.

CITY OF KNOXVILLE KNOXVILLE TRANSPORTATION AUTHORITY

AGENDA KNOXVILLE TRANSPORTATION AUTHORITY City County Building's Main Assembly Room Thursday, October 24, 2019 at 3:00 pm

- I. Determination of Quorum
- II. Approval of Minutes September 26, 2019
- III. Reports

A. KTA Chair

- B. Commissioner's Comments
- C. Staff
 - i. City of Knoxville Director of Transit
- ii. TPO Transit Planner
- IV. Vote on January 2020 Proposed Changes
- V. New Business
 - i. Title VI Monitoring Report
 - ii. Public Transportation Agency Safety Plan
 - iii. Other New Business
- VI. Old Business
- VII. Public Comment
- VIII. Set Next Meeting for November 21, 2019 and Adjourn

This meeting and all communications between members is subject to the provisions of the Tennessee Open Meetings Act, TENN. CODE ANN. § 8-44-101, *et seq*.

Minutes KNOXVILLE TRANSPORTATION AUTHORITY City County Building, Small Assembly Room 400 Main Street, Knoxville TN 37902 Thursday, September 26, 2019 at 3:00 pm

I. Determination of Quorum

Vice Chair Crouch called the meeting to order and acknowledged there was a quorum. Other Commissioners in attendance were as follows:

Commissioner Burbano Bonilla Commissioner Booher Commissioner Hairr Commissioner Williams

II. Public Hearing-

Belinda Woodiel-Brill summarized the proposed changes for January 2020. The detailed document listing out the details and maps to each route can be found at <u>www.katbus.com</u>. Ms. Woodiel-Brill detailed KAT's outreach meetings regarding the route changes and how to give KAT feedback before the board's public hearing and vote. Commissioner Burbano Bonilla expressed concern regarding the proposed changes for Route 13 and suggested making an exception regarding transfer fees for the route. Melissa Roberson stated that she does not believe KAT can make exceptions for a single route due to federal regulations regarding published fares.

Public comments:

Alexa Holland commented on changes to Route 13 and 42- Ms. Holland explained the reasons she wanted Route 13 to continue going to the main KAT station downtown instead of making a transfer as suggested in the proposed changes. Ms. Holland expressed support for the changes on Route 42.

Jessie Monsen commented on changes to Route 13- Ms. Monsen stated she agreed that Route 13 changes would cause a financial burden on passengers and that wants more routes for parts of town that KAT does not currently service.

Belinda Woodiel-Brill summarized how the day passes work versus a single ride and transfers fees. She noted that a regular day pass can be purchased for \$4.00 and provides unlimited rides for one day. Anyone who qualifies for a reduced fare (Medicare card holders, persons with disabilities with KAT ID and student K-12 with KAT ID) can buy a day pass for unlimited rides for \$2.00. Anyone using a period pass (1-day, 7-day or 30-day) does not ever buy a transfer but swipes the card each time they board.

III. Approval of Minutes- August 22, 2019

Vice Chair Crouch requested approval of the August 22, 2019 minutes. Commissioner Hairr made a motion to approve the minutes and Commissioner Burbano Bonilla seconded the motion. The minutes were approved unanimously.

- IV. Reports
- A. KTA Chair

There was no Chair report.

B. Commissioners' Comments

Commissioner Williams enquired the KAT staff about an award the City of Knoxville mayor won regarding public transportation. Melissa Roberson told the board Mayor Rogero won the 2019 "Local Distinguished Service" award from the American Public Transportation Association for North America (USA and Canada). Typically, this is given to local officials in much larger cities and transit systems. The link with the full nomination details regarding the award and her contributions over the last 8 years can be found at www.katbus.com.

- C. Staff
 - i. City of Knoxville Director of Transit

Melissa Roberson stated that KAT will be operating a KTA approved free fare day for the upcoming City of Knoxville election for mayor and council. The City will be covering the costs incurred by KAT for the fares. She reminded the board that the customer service staff at KAT can help people register to vote at the counter at the main station until Oct 7[,] 2019. Ms. Roberson explained there would not be any special shuttles for the upcoming Garth Brooks concert in November but KAT passengers wishing to get to it can utilize the Passenger Playbook found on the KAT website to navigate the fixed routes.

Ms. Roberson noted that ridership is up 2% since August of last year and directed the board to see the new Red Line numbers for the weeks of August that it was running. KAT will continue to report that information on the Red Line.

Ms. Roberson reported that KAT is doing well regarding operating expenses and revenues coming in, but the intergovernmental revenues have not come in yet as expected with KAT numbers showing deficiency of revenue over expense until the new fiscal year starts in October for the federal government.

Ms. Roberson noted for the general public that KAT's reports and KTA's meeting information can be always found at <u>www.katbus.com</u>.

ii. TPO Transit Planner

Doug Burton reported that TPO sponsored Active Knox has a great series regarding safer streets coming up in October with more information found at <u>www.knoxtpo.org</u>.

IV. New Business

There was no New Business.

V. Old Business

There was no Old Business.

VI. Public Comment

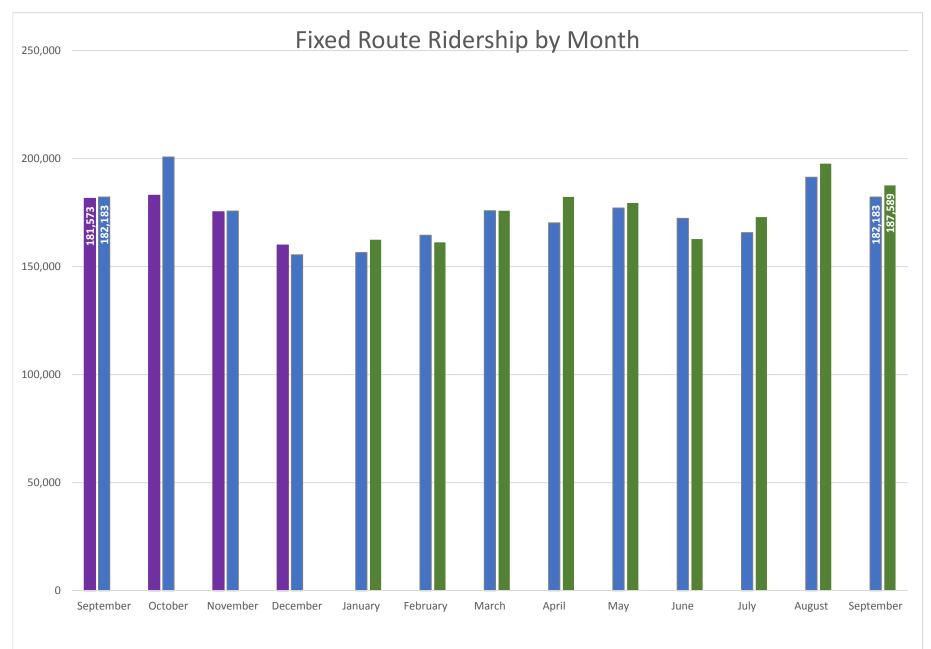
Alexa Holland addressed the board regarding Route 40. She suggested adding Sunday route service to Route 40 and stated she would circle a petition for signatures from other passengers. Belinda Woodiel-Brill stated that KAT was aware of the need and has it on their priority list and will continue to try to find funding. Ms. Holland stated she would work on the petition and would go to the City Council as well. VII. Set Next Meeting and Adjourn

The next meeting was set for October 24, 2019 at 3 p.m. at the City-County Building, 400 N. Main Street, in the Main Assembly Room.

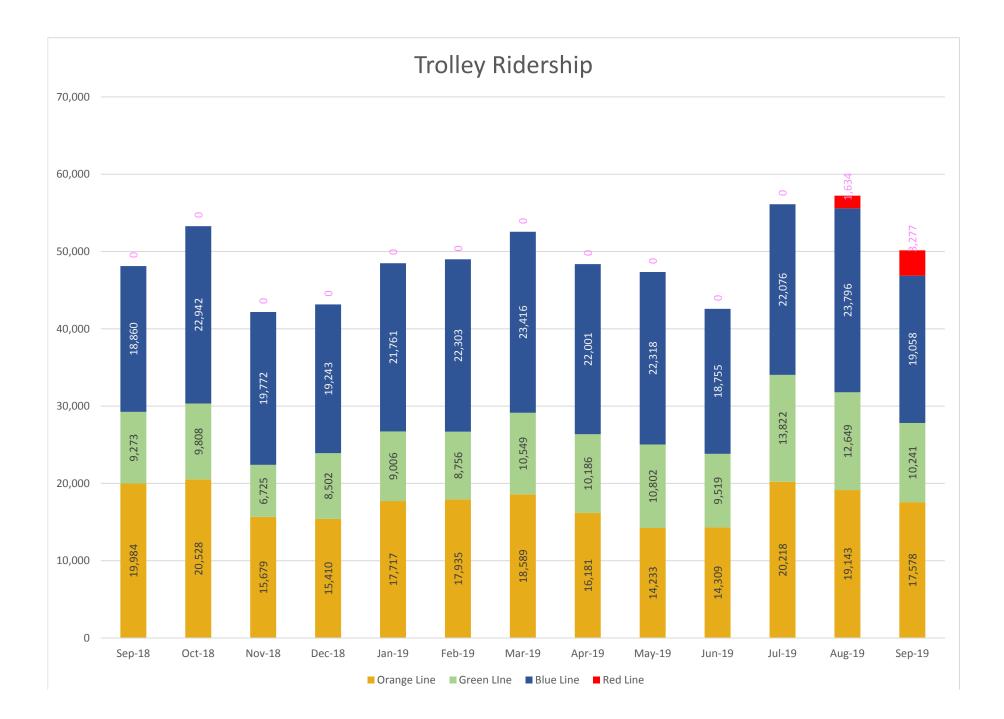
Respectfully submitted,

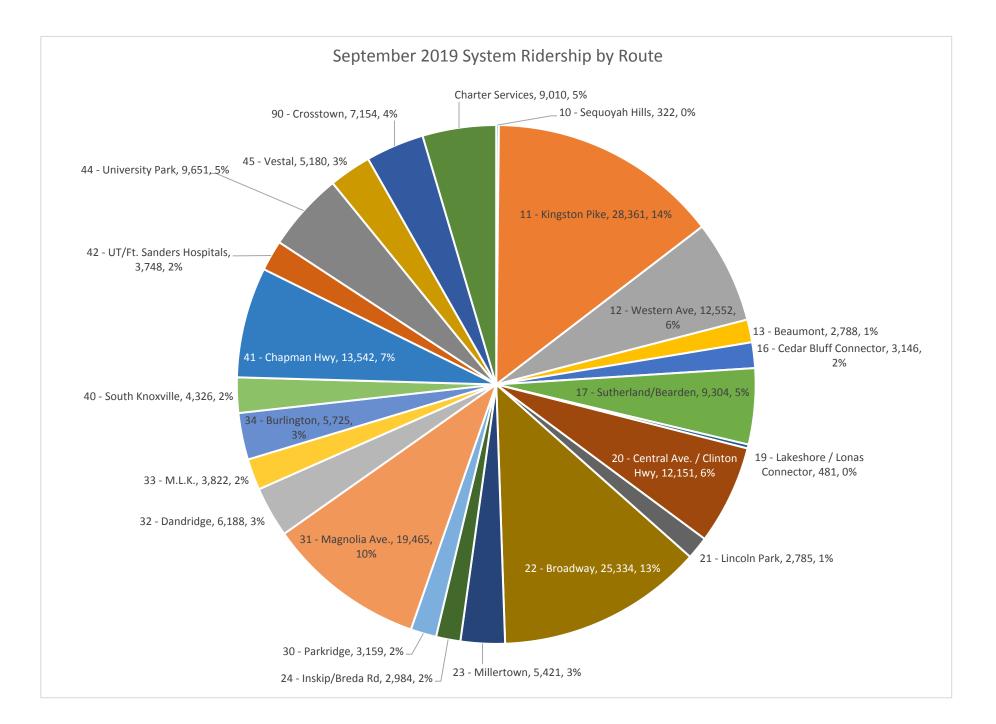
Whitney Orowe

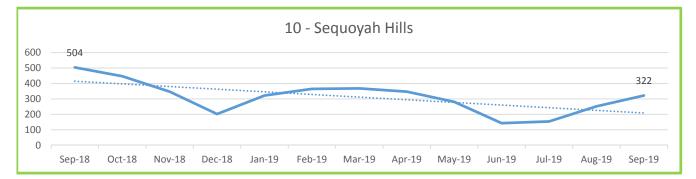
Whitney Crowe KTA Recording Secretary



■2017 ■2018 ■2019



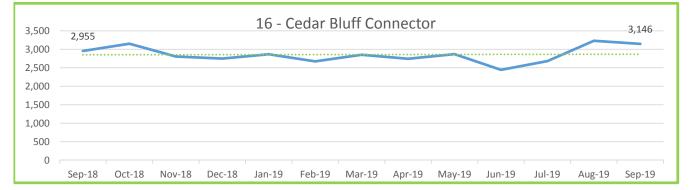


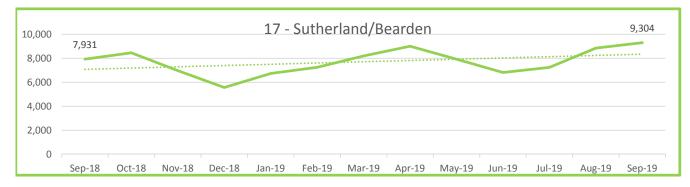


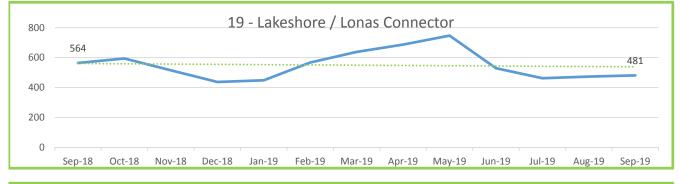


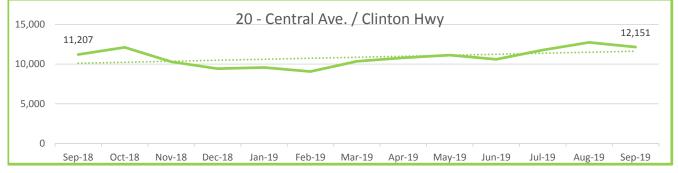




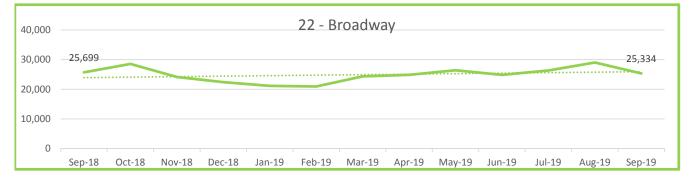


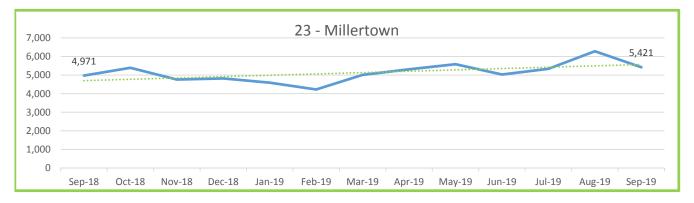


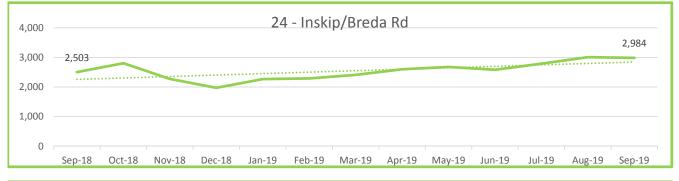


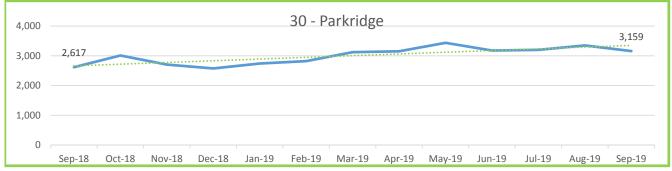




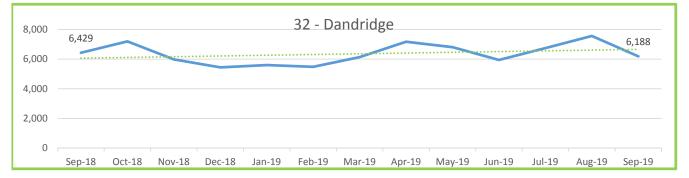


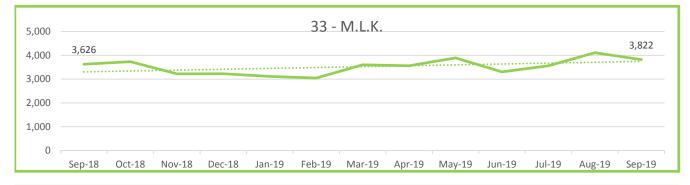


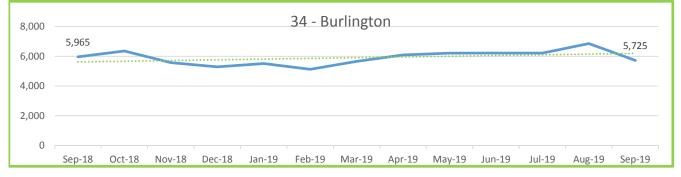


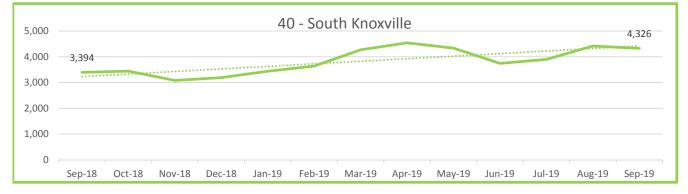


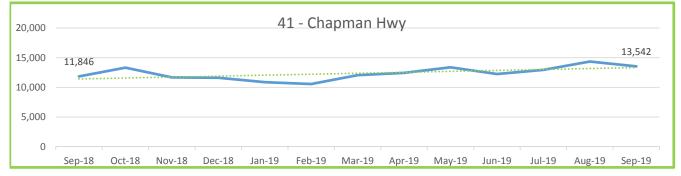


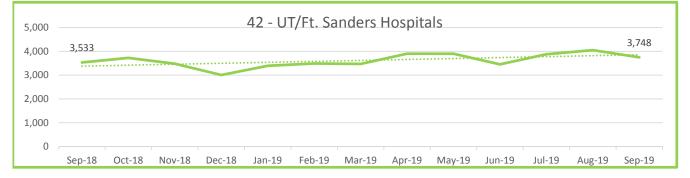


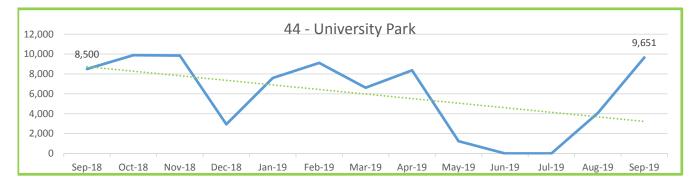


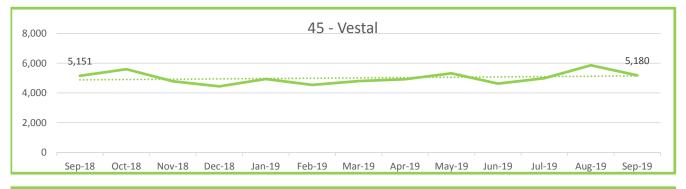


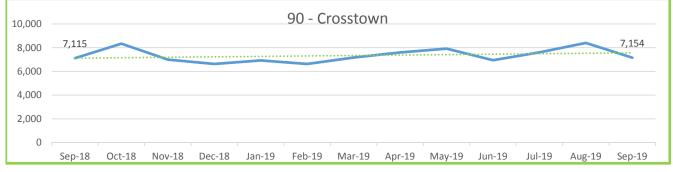


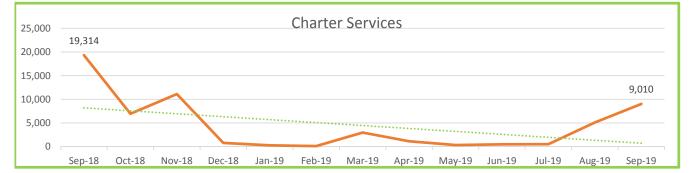


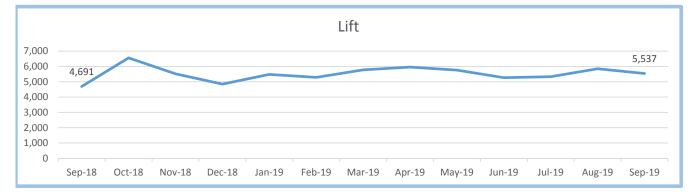








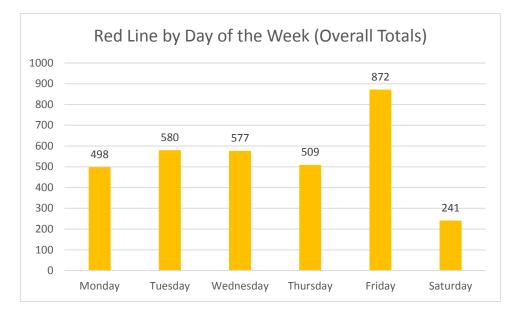


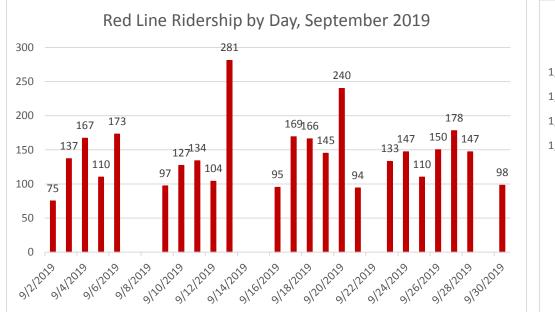


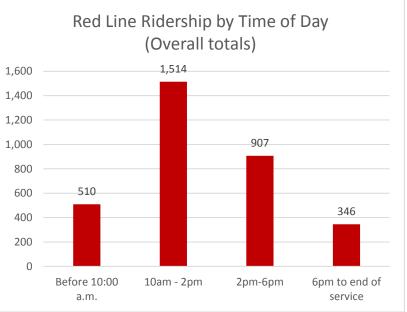


Red Line Report for September 2019

Total Riders: 3,277 Average Passenger Trips per Day: 143 Average Passenger per Hour: 5.59









SYSTEM PERFORMANCE REPORT September, 2019

	THIS MONTH			FISCAL YEAR-TO-DATE		
	This	Last		This	Last	
	Year	Year	Change	Year	Year	Change
FIXED ROUTE SERVICE						
Total Passengers	237,743	230,300	3%	721,641	702,570	3%
System Generated Revenue				\$528,416	\$524,101	1%
Revenue Veh. Miles	239,432	220,418	9%	731,063	677,298	8%
Revenue Veh. Hours	19,172	17,477	10%	57,947	53,517	8%
Passengers/Mile	0.99	1.04	-5%	0.99	1.04	-5%
Passengers/Hour	12.40	13.18	-6%	12.45	13.13	-5%
Preventable Accidents	3	0	300%	3	1	200%
Mechanical Road Calls	42	27	56%	99	67	48%
Accidents/100,000 Miles	1.25	0.00	125%	0.41	0.15	178%
Miles/Road Failure	5,701	8,164	-30%	7,384	10,109	-27%
DEMAND RESPONSE					0	
Total Passengers	5,537	4,691	18%	16,717	16,131	4%
System Generated Revenue	· · · · · · · · · · · · · · · · · · ·			\$40,153	\$34,970	15%
Revenue Veh. Miles	35,028	36,513	-4%	107,715	108,683	-1%
Revenue Veh. Hours	2,790	2,704	3%	8,510	8,586	-1%
Passengers/Mile	0.16	0.13	23%	0.16	0.15	5%
Passengers/Hour	1.98	1.73	14%	1.96	1.88	5%
Preventable Accidents	0	0	0%	0	0	0%
Mechanical Road Calls	4	6	-33%	12	19	-37%
Accidents/100,000 Miles	0.00	0.00	0%	0.00	0.00	0%
Miles/Road Failure	8,757	6,086	44%	8,976	5,720	57%
CHARTER SERVICE					0	
Charters	185	116	59%	753	1,743	-57%
Sports Charters	8,825	19,198	-54%	13,873	19,198	-28%
Total Passengers	9,010	19,314	-53%	14,626	20,941	-30%
Revenue						0%
Football Shuttle Charters				\$42,255	\$56,056	-25%
Trolley Charters				\$4,325	\$6,200	-30%
Total Miles	2,629	4,847	-46%	4,111	5,218	-21%
Total Hours	508.0	814.4	-38%	865	887	-2%



ROUTE ROUTE Percentage Passg/ Percentage Percentage Passg/ HOURS NUMBER RIDERSHIP MILES NAME of Ridership of Miles of Hours Mile Hour 10 Sequoyah Hills 322 0.2% 910 0.4%92 0.6% 0.35 3.52 11 **Kingston Pike** 28,361 15.1% 26,703 12.1% 2,238 13.7% 1.06 12.67 12 Western Ave 12,552 6.7% 19,263 8.7% 1,318 8.1% 0.65 9.52 10.50 13 Beaumont 2,788 1.5% 3,322 1.5% 265 1.6% 0.84 16 **Cedar Bluff Connector** 3,146 1.7% 4,594 2.1% 362 2.2% 0.68 8.69 17 Sutherland/Bearden 9,304 10,170 784 0.91 11.87 5.0% 4.6% 4.8% 19 481 4,600 1.7% 0.10 1.78 Lakeshore/Lonas Connector 0.3% 2.1% 271 20 Central Ave/Clinton Hwy 12,151 6.5% 13,465 6.1% 816 5.0%0.90 14.89 21 Lincoln Park 2,785 1.5% 4,318 2.0% 339 2.1% 0.64 8.21 22 Broadway 25,334 13.5% 17,958 8.2% 1,330 8.1% 1.41 19.05 23 7.56 Millertown 5,421 2.9% 8,166 3.7% 717 4.4% 0.66 24 Inskip/Breda Rd 2,984 1.6% 6,110 2.8% 442 2.7% 0.49 6.76 30 Parkridge 3,159 1.7% 3,219 1.5% 253 1.6% 0.98 12.47 31 19,465 10.4% 12,893 5.9% 1,085 17.95 Magnolia Ave. 6.6% 1.51 32 Dandridge 6,188 3.3% 7,460 3.4% 479 2.9% 0.83 12.93 33 M.L.K. 3,822 2.0% 7,876 3.6% 641 3.9% 0.49 5.96 34 Burlington 5,725 3.1% 12,650 5.7% 768 4.7% 0.45 7.46 40 South Knoxville 4,326 2.3% 10,180 4.6% 721 4.4% 0.42 6.00 41 Chapman Hwy 13,542 13,754 841 0.98 16.09 7.2% 6.2% 5.2% 42 UT/Ft Sanders Hospitals 3,748 2.0% 2,590 1.2% 339 1.45 11.05 2.1% 43 University Heights 0.0% 0.0% 0 0.0% 0.00 0.000 0 44 **University Park** 9,651 5.1% 4,730 2.1% 526 3.2% 2.04 18.37 45 Vestal 5,180 2.8% 9,468 4.3% 4.0% 0.55 7.84 661 90 7,154 Crosstown 3.8% 15,943 7.2% 1,040 6.4% 0.45 6.88 Other/ Unknown 0

SUB TOTAL LINE SERV	ICE	187,589		220,340		16,327		0.85	11.49
82	Trolley (Orange Line)	17,578	35.0%	6,258	32.8%	997	35.0%	2.81	17.63
84	Trolley (Green Line)	10,241	20.4%	3,944	20.7%	674	23.7%	2.60	15.19
86	Trolley (Blue Line)	19,058	38.0%	4,445	23.3%	587	20.6%	4.29	32.48
88	Trolley (Red Line)	3,277	6.5%	4,445	23.3%	587	20.6%	0.74	5.59
SUB TOTAL TROLLEY	SERVICES	50,154		19,093		2,845		2.63	17.63
TOTAL PASSENGERS W	WITH TROLLEYS	237,743		239,432		19,172		0.99	12.40
LIFT SERVICE		5,537		35,028		2,790		0.16	1.98
TOTAL SCHEDULED SE	ERVICES	243,280		274,460		21,962		0.89	11.08
TOTAL CHARTER SER	VICES	9,010		2,629		508		3.43	17.74
GRAND TOTAL ALL KA	AT SERVICES	252,290		277,089		22,470		0.91	11.23

MADELINE ROGERO MAYOR (865)215-2040



RESOLUTION KNOXVILLE TRANSPORTATION AUTHORITY

A Resolution of the Knoxville Transportation Authority recommending approval of the service changes proposed for January 2019.

WHEREAS, the Knoxville Transportation Authority has jurisdiction over Knoxville Area Transit routes and schedules; and

WHEREAS, Knoxville Area Transit has proposed changes to the following routes, as described:

- Route 12 Western Avenue: To improve on-time performance and connections as well as streamline the route, the proposal is to make the current detour routing through the area of Western Heights a permanent change, using Virginia to Murphy. Due to the recent street realignment of Western Avenue, portions of Virginia and Tennessee would no longer be served.
- **Route 13 Beaumont**:
- Adjust the service area of the route to cover additional areas along Middlebrook Pike, including Big Oak Apartments and Helen Ross McNabb's Military Service Center, while terminating the route at Central Street and Dameron near the Knox County Health Department. Additional new bus stops to be added along Middlebrook Pike. Transfers to Route 20 – Central provide direct service to Knoxville Station with almost immediate transferring. Direct service provided to Public Works Building outbound leg only, with inbound service along Middlebrook Pike.
- Additional evening trip on weekdays.
- □ **Route 20 Central Street**: Remove the service extension to Melstone and McClain, keeping the route consistent throughout the day.
- Route 34 Burlington: Remove a 3-block portion at Catalpa, Kirk and Lilac streets, keeping the bus straight on Fern to improve route performance.
- □ Route 42 UT/Ft. Sanders Hospitals:
- Improve headways to 30 minutes on weekdays;
- Continue service through 11:15 p.m. trips in the evening, weekdays and Saturdays;
- Add new Sunday service.

DOUGLAS LAWYER CHAIR

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Route 90 – Crosstown:

- Change routing to serve Walbrook Superstop (at Wal Mart west), rather than West Town Mall by following Middlebrook to Gallaher View. Eliminate service through West Hills along Vanosdale and at West Town Mall. Add new bus stops along Middlebrook Pike. This eliminates a double-transfer to Route 16 – Cedar Bluff while still providing connections to West Town Mall via Route 11 – Kingston Pike.
- Saturday schedule adjustment to create consistency with weekday service.
- New routing through I-640 Plaza to improve efficiency, along with service along Third Creek rather than Ed Shouse Drive to Middlebrook.

NOW THEREFORE, BE IT RESOLVED BY THE KNOXVILLE TRANSPORTATION AUTHORITY (KTA):

The KTA, after receipt and consideration of the Title VI analysis, recommends approval of the proposed service improvements, to take effect January 6, 2020.

Chair, Knoxville Transportation Authority

Date

MADELINE ROGERO MAYOR (865)215-2040



KNOXVILLE TRANSPORTATION AUTHORITY

RESOLUTION

KNOXVILLE TRANSPORTATION AUTHORITY

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JOHN LAWHORN ATTORNEY TO K.T.A.

A Resolution of the Knoxville Transportation Authority Verifying consideration, awareness and approval of the Results of the KAT Title VI Monitoring Program for 2019.

WHEREAS, Knoxville Area Transit (KAT) is the provider of public transportation in the Knoxville Urbanized Area; and

WHEREAS, KAT operates 50 or more fixed route vehicles in peak service and is located in a UZA of 200,000 or more in population; and

WHEREAS, FTA Circular 4702.1B requires public transportation providers who meet this threshold to monitor their system against certain standards and policies; and

WHEREAS, FTA Circular 4702.1B further requires that the governing board of said public transportation provider consider the results of the monitoring program and formally approve them; and WHEREAS, KAT and TPO staff have developed the required standards and policies and monitored the KAT system against them;

NOW, THEREFORE, BE IT RESOLVED BY THE KNOXVILLE TRANSPORTATION AUTHORITY (KTA):

Section 1: The KTA hereby acknowledges its receipt, consideration and approval of the results of the Title VI monitoring program

SECTION 2: This resolution shall take effect from and after its passage.

Chair, Knoxville Transportation Authority

Date

Public Transportation Agency Safety Plan Final Rule

Fact Sheet

U.S. Department of Transportation Federal Transit Administration



Overview

The Public Transportation Agency Safety Plan (PTASP) final rule (49 C.F.R. Part 673) requires certain operators of public transportation systems that are recipients or subrecipients of FTA grant funds to develop safety plans that include the processes and procedures necessary for implementing Safety Management Systems (SMS).

Effective Date

The final rule becomes effective on July 19, 2019. Each transit operator is required to certify that it has a safety plan meeting the requirements of the rule by July 20, 2020.

To Whom Does the PTASP Rule Apply?

The rule **applies** to:

- Recipients or sub-recipients of financial assistance under 49 U.S.C. § 5307 that operate a public transportation system.
- Operators of rail systems subject to FTA's State Safety Oversight Program.

The rule does not apply to:

- Commuter rail service that is regulated by the Federal Railroad Administration.
- Passenger ferry service that is regulated by the U.S. Coast Guard.
- An operator of a public transportation system that only receives financial assistance under the Formula Grants for Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310) and/or Formula Grants for Rural Areas Program (49 U.S.C. § 5311).

General Requirements for PTASPs

Each safety plan must include, at a minimum:

- An approval by the agency's Accountable Executive and Board of Directors (or an equivalent authority);
- The designation of a Chief Safety Officer;
- The documented processes of the agency's SMS, including the agency's Safety Management Policy and processes for Safety Risk Management, Safety Assurance, and Safety Promotion;
- An employee reporting program;
- Performance targets based on the safety performance measures established in FTA's National Public Transportation Safety Plan (NSP);
- Criteria to address all applicable requirements and standards set forth in FTA's Public Transportation Safety Program and the NSP; and
- A process and timeline for conducting an annual review and update of the safety plan.

A rail transit agency's safety plan also must include or incorporate by reference an emergency preparedness and response plan or procedures.

Who Develops and Implements a Safety Plan?

- Rail transit agencies to whom the PTASP rule applies must develop and implement their own safety plans.
- Small public transportation providers* that do not operate rail transit systems and to whom the PTASP rule applies may have their states draft safety plans on their behalf, or they may opt to draft their own safety plans. In either case, the small bus operator must implement the safety plan.
- Large bus operators (operating more than 100 vehicles in peak revenue service) to whom the PTASP rule applies must draft and implement their own safety plans.

*A small public transportation provider operates 100 or fewer vehicles in peak revenue service across all non-rail fixed route modes, or in any one non-fixed route mode.

PTASP Fact Sheet (Continued)

Who Approves a Safety Plan?

- Each safety plan must be signed by an operator's Accountable Executive.
- Each safety plan must be approved by its Board of Directors or an equivalent authority (such as a mayor, county executive, or grant manager).
- State Safety Oversight Agencies (SSOAs) must approve the safety plans of the rail transit agencies they oversee.

Certification of Compliance

- Each transit agency must annually certify via FTA's <u>Certifications and Assurances</u> process that its safety plan meets the requirements of the final rule.
- States must certify safety plans on behalf of small public transportation providers that operate 100 or fewer vehicles in peak revenue service within their states, unless providers opt to certify their own safety plans upon notification to the state.

Documentation and Recordkeeping

- A transit agency must maintain documents that set forth its safety plan, including those related to SMS implementation.
- These documents must be made available upon request by FTA and other agencies with safety jurisdiction, such as the National Transportation Safety Board (NTSB) and SSOAs.
- A transit agency must maintain these documents for a minimum of three years after they are created.

PTASP and the National Public Transportation Safety Plan (NSP)

Under the PTASP rule, an operator is required to set safety performance targets based on the safety performance measures in the NSP.

The NSP safety performance measures are:

- Fatalities
- Injuries
- Safety Events
- System Reliability (State of Good Repair)

SMS Components of a Safety Plan

U.S. Department of Transportation Federal Transit Administration

Safety Management Policy

- Safety objectives
- Confidential employee reporting program
- Organizational accountabilities and safety responsibilities
- Designation of a Chief Safety Officer

Safety Risk Management

- Processes for hazard identification
- Risk assessment
- Mitigation development

Safety Assurance

All operators develop processes for:

 Safety performance monitoring and measurement

Rail and large bus operators develop processes for:

- Management of change
- Continuous improvement

Safety Promotion

- Comprehensive safety training program
- Safety communication

Relationship to <u>Transit Asset</u> <u>Management</u>

- A transit agency should consider the results of its asset condition assessments while performing safety risk management and safety assurance activities.
- The results of the condition assessments and subsequent SMS analysis should inform an operator's investment priorities.

Contact

For more information, please email <u>PTASP_QA@dot.gov</u>.

TDOT PTASP Safety Management Policy Statement

The participating Tennessee public transportation agencies covered by this Public Transportation Agency Safety Plan (PTASP) recognize management of safety as a core agency function and are dedicated to planning, designing, constructing, operating and maintaining transportation systems that optimize the safety of passengers, employees, consultants, contractors, emergency responders, and the public.

Accountability for safety begins with the Accountable Executive and permeates all levels of employees. The following safety objectives reflect the agencies' overarching safety goals and demonstrate commitment to establishing, implementing, and continually improving Safety Management Systems (SMS):

- Integrate safety management into the primary responsibilities of all employees;
- Support safety management through the allocation of resources and promotion of a safety culture that facilitates safe practices and effective employee safety reporting and communication;
- Define roles and responsibilities for all employees that contribute to safety performance and SMS;
- Implement risk-based hazard management consistent with risk acceptance levels;
- Operate an employee safety reporting program that ensures no action will be taken against any employee who discloses a safety concern unless disclosure indicates beyond reasonable doubt an illegal act, gross negligence, or a deliberate disregard of regulations or procedures;
- Comply with or exceed legislative and regulatory requirements and industry standards;
- Ensure systems and services that support operations meet or exceed agency safety standards;
- Provide safety information and training to ensure all employees are competent in safety management for tasks allocated to them;
- Establish and measure safety performance against data-driven safety performance targets; and
- Continually improve safety performance and implementation of SMS.

By applying SMS as outlined above and detailed in this PTASP, the participating Tennessee public transportation agencies are committed to making safety the top priority of all agency operations.

Tennessee Department of Transportation

Public Transportation Agency Safety Plan

Addendum 10 - Knoxville Area Transit

PTASP and Addendum 10 Approvals

<u>10 - 3 - 19</u> Date Prepared by: 4 Odell Draper, III Chief Operations Officer (Chief Safety Officer)

Roberson 10-4-19 Date Approved by: Melissa B. Roberson

Interim Director of Transit (Accountable Executive)

Approved by:

Doug Lawyer Date Chair, Knoxville Transportation Authority (Board of Directors)

Oct-19

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