



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE (TAC)
MEETING MINUTES: NOVEMBER 1, 2018**

APPROVED

MEETING LOCATION:

Public Works, Pete Castro Center
Main Conference Room
401 Giulio Cesare Avenue
Sierra Vista, AZ 85635

To attend the meeting by telephone:
Call 1-415-655-0001. Meeting # 807998048.
Enter # for Attendee ID. For Arizona Relay
Service use 1-800-367-8939, or dial 7-1-1.

MEETING DATE AND TIME:

November 1, 2018
1:00 PM

**FOR MORE INFORMATION OR TO REQUEST
ACCOMMODATION FOR SPECIAL NEEDS:**

Website: www.svmmpo.org
Email: SVMPO@SierraVistaAZ.gov
Administrator Phone: 520-515-8525

SVMPO TAC MEMBERS IN ATTENDANCE:

Chair: Matt McLachlan, Director Community Development, City of Sierra Vista
Vice-Chair: Sharon Flissar, P.E., Director Public Works, City of Sierra Vista
Member: Jackie Watkins, P.E., Cochise County Engineer
Designated Alternate: Brad Simmons, P.E., Cochise County Civil Engineer
Member: Jing Luo, P.E., City Engineer, City of Sierra Vista
Member: Mark Hoffman, Arizona Department of Transportation (*by phone*)

SVMPO TAC MEMBERS IN ABSENT:

Member: Jennifer Fuller, Town Clerk, Town of Huachuca City

STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

OTHERS PRESENT:

Mike Normand – Vista Transit Transportation Administrator

1. CALL TO ORDER AND ROLL CALL

Chair McLachlan called the meeting to order at 1:04 a.m. Administrator Lamberton took roll call and confirmed that a quorum was in place.

2. ACCEPTANCE OF THE AGENDA

The TAC reviewed the Agenda and the TAC had no changes to the Agenda as presented.

MOTION: Member Watkins

SECOND: Vice-Chair Flissar

ACTION: PASSED UNANIMOUSLY 5/0

3. CALL TO THE PUBLIC

This is the time set aside for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01 (H) action taken as a result of public comment is limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date.

No member of the public was in attendance: no requests to speak to the TAC were submitted.

4. APPROVAL OF MEETING MINUTES (for September 6, 2018 TAC Meeting)

Chair McLachlan asked members if they had reviewed the previous meeting minutes and if there were any needed corrections. Hearing none, Vice-Chair Flissar moved to accept the meeting minutes for the TAC Regular Meeting of September 6, 2018; Member Watkins seconded. The motion passed, unanimously.

MOTION: Vice-Chair Flissar

SECOND: Member Watkins

ACTION: PASSED UNANIMOUSLY 5/0

OLD BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

5. WORK PROGRAM: FUTURE PROJECT IDENTIFICATION

Administrator Lamberton advised the TAC that after adjustments were made to the TIP revenues at the last TAC and Board meetings there remained approximately \$110,000 for FY19 operations and planning activities. ADOT has advised that it is acceptable to leave funds undesignated or, as it typical for most MPO's, could match revenues to planned expenses. The SVMPO Administrator provided a recommendation for designating the remaining funds and asked for TAC direction.

The TAC discussed how funds might be used and the Administrator provided a potential list of future projects drawn from jurisdiction plans. Administrator Lamberton then clarified that the list was only an example of potential uses of future SVMPO funds and this action before the TAC was only related to FY19 operation and planning funds. Administrator Lamberton noted that the current work plan identified potential memberships in various organizations in excess of what had been budgeted and that additional funds were needed for addressing the SVMPO website. In addition, outreach for the Public Participation Plan may require additional funds for mailings and ads that had not been set aside as of yet. Chair McLachlan asked about tasks related to GIS activities that were needed and the Administrator stated it wasn't GIS services needed, it was primarily website services, but in the work program those were stated as one line item.

Member Hoffman stated that the amounts noted in the TAC member show total dollars and look like they include not just the federal funds but also the match funds. Administrator Lamberton stated that the intent was to deal with the discrepancy between Table 1 and Table 2 as shown in the adopted Work Plan as shown on page 14. These are total dollars, federal plus local match.

The TAC discussed options and then agreed that they were not uncomfortable with leaving some funds as undesignated for use for future activities. Member Hoffman then made a motion to amend the work program for the administrative items as noted in the TAC memo for an additional \$5,000 in Consultant Services for the website and \$5,000 for the Public Participation Plan outreach with the remaining funds to remain undesignated for future activities. Vice-Chair Flissar seconded, and the motion passed unanimously.

MOTION: Member Hoffman

SECOND: Vice-Chair Flissar

ACTION: PASSED UNANIMOUSLY 5/0

This item was returned to at the request of Member Hoffman and the consent of the TAC: Member Hoffman stated that his intention had been to make a motion to include all the administrative item increases noted in the TAC memo.

Member Hoffman then made a motion to rescind his previous motion on Agenda Item 5. Member Luo seconded. Motion to rescind passed unanimously 5/0. Member Hoffman then restated his Motion as follows: to add to the FY19 Work Program the revisions as noted in the Agenda Packet Memo for Agenda Item 5 to increase Administration Direct Expenses by \$10, 239 and increase Consulting Services by \$10,000 (\$5,000 Website and \$5,000 Public Participation Plan) with the remaining funds to be left undesignated for future work activities. Vice-Chair seconded and the restated motion passed unanimously.

MOTION: Member Hoffman

SECOND: Vice-Chair Flissar

ACTION: PASSED UNANIMOUSLY 5/0

6. SVMPO BY-LAWS REVISION

Administrator Lamberton advised the TAC that the Executive Board had approved the TAC's recommendation to include a Transit representative on the SVMPO TAC at their Sept. 20th meeting. At the Board's direction a revision to the SVMPO By-Laws is proposed. Administrator Lamberton asked the TAC to also consider adding a second Cochise County TAC member to represent the Community Development/Planning Dept. mirroring the membership for the City of Sierra Vista with both engineering and planning represented. She advised that this proposal had been discussed with both the Chair of the SVMPO Board and with the County's Planning Director and received favorably.

If approved by the SVMPO Board, this position would likely be filled by Dan Coxworth, County's Planning Director, with his alternate being Paul Esparza, the County's Planning Manager. Chair McLaughlin stated that adding that planning expertise to the TAC would be beneficial in future planning activities of the MPO.

Member Luo made a motion to approve the revised By-Laws as presented. Member Watkins seconded and the motion passed unanimously.

MOTION: Member Luo

SECOND: Member Watkins

ACTION: PASSED UNANIMOUSLY 5/0

7. SAFETY PERFORMANCE MEASURES

The TAC discussed the TAC memo related to the adopted ADOT FY19 safety measures. Concern was stated by several members regarding the use of the word "targets" to express this performance measure. Chair McLachlan stated that these targets ought to be zero. Member Hoffman indicated that these figures reflect a rolling predictive average more than a target.

It was noted that the FY19 targeted performance measures were indicating worse conditions than the FY18 measures. Vice-Chair Flissar read out the FY19 targets and Member Hoffman located and advised the TAC of the FY18 measures:

- ❖ Number of Fatalities – 5% Increase vs FY18 4% Increase
- ❖ Rate of Fatalities – 2% Increase vs FY18 2% Increase
- ❖ Number of Serious Injuries – 1% Increase vs FY18 0% Increase
- ❖ Rate of Serious Injuries – 4% Decrease vs FY18 1% Decrease
- ❖ Number of non-motorized Fatalities and Serious Injuries – 3% Increase vs FY18 2% Increase

The reasons for this were discussed which included increases in traffic volumes state-wide and a more conservative/less optimistic approach on this second year of adopting safety measures. Chair McLachlan asked if the same state-wide indicators were present in the SVMPO region. This data was recently put together for the SVMPO/SEAGO Safety Plan and Administrator Lamberton stated that this plan was just posted on the SVMPO website but that she did not have that information readily at hand for this meeting. Member Hoffman noted that the SVMPO Administrator could reach out to Kerry Wilcoxon, State Traffic Safety Engineer, for specific regional safety data. Administrator Lamberton also noted that the adopted Safety Plan defaulted to the ADOT targets for safety performance measures. The SVMPO does have the option to establish their own safety performance measures each year.

The TAC discussed providing a blanket statement that going forward the SVMPO would use the ADOT performance targets for safety unless, and until, they decided to establish their own. Administrator Lamberton advised that FHWA had indicated to the MPO's and COG's at last week's Rural Summit that this would be acceptable. Member Watkins indicated that she would rather the TAC look at the safety measures each year and re-consider them annually. She stated that ADOT doesn't always reflect local thought in broad state-wide measures and the SVMPO may wish to consider something as important as safety measures more often. Vice-Chair Flissar noted that this was good insight and concurred.

Vice-Chair Flissar made a motion to accept the ADOT FY19 safety targets, clarifying acceptance just for FY19 and not a blanket adoption at this time. Member Watkins seconded, the motion passed unanimously.

MOTION: Vice-Chair Flissar

SECOND: Member Watkins

ACTION: PASSED UNANIMOUSLY 5/0

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

8. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): AMENDMENT ONE

The TAC briefly discussed Amendment One to the SVMPO TIP. Four changes were brought forward: to bring forward into FY19 the identified FY18 funding for the HURF Exchange North Garden/Fry Blvd Project in order to be consistent with the approved IGA and Project Initiation drawdown scheduled; adjust the North Garden project location description to match IGA and approved HURF scope; a FTA TIP adjustment to bring forward into FY19 a FY16 vehicle purchase; and an addition of ADA communication announcement system.

Vice-Chair Flissar indicated that she didn't have any concerns with these requests. Member Luo asked for clarification regarding the North Garden location description change as it related to the construction phase. Administrator Lamberton confirmed that the location description did not change the scope of the project but simply made the project boundaries match the IGA and HURF Swap application. Construction would only be for the identified Phase 1, not the full project length under preliminary design.

Member Watkins asked if the communication announcement system was part of the bus stop or on the bus itself. Mike Normand, Sierra Vista Transit Administrator, stated that the buses were currently equipped with a visual monitor that was not active. This system would be on the bus itself and provide both a visual message of the upcoming stop and an audio message for the bus stop. These will enhance services to those with hearing and visual impairments.

Vice-Chair Flissar then moved to accept the TIP Amendments as noted. Member Luo seconded and the motion passed unanimously.

MOTION: Vice-Chair Flissar

SECOND: Member Luo

ACTION: PASSED UNANIMOUSLY 5/0

9. FY19 TITLE VI PLAN UPDATE

Administrator Lamberton advised the TAC that new direction from ADOT's Civil Rights Dept. requires an annual update of Title VI plans. In addition, the SVMPO has expanded its boundaries and added the Town of Huachuca City since the last Title VI plan was adopted. Maps still need to be added: mapping boundaries were recently revised to include the new boundaries in the MAG demographic viewers. The TAC reviewed briefly the proposed FY19 Title VI activities noted in the FY18 annual report and did not have any additions. Vice-Chair Flissar asked who had drafted this work and Administrator Lamberton stated that she had completed both the Title VI FY18 annual report and the draft Title VI plan. Vice-Chair Flissar stated that the Plan looked okay with her, and with the understanding that maps would be added to the Plan, moved to send the Title VI Plan forward to the Board for approval. Member Watkins seconded and the motion passed unanimously.

MOTION: Vice-Chair Flissar

SECOND: Member Watkins

ACTION: PASSED UNANIMOUSLY 5/0

10. PUBLIC PARTICIPATION PLAN: PRELIMINARY DRAFT

Administrator Lamberton noted that the Public Participation Plan is required to be released for a 45 day public review comment period prior to approval. During that time the preliminary draft would be finalized for adoption, incorporating, as appropriate, public feedback. The preliminary draft has been provided to all three member jurisdiction PIO's (*Public Information Officer's*) for review and comment. The TAC discussed the public participation toolbox and Vice-Chair Flissar noted that with the possible exception of additional on-line tools, the list was fairly comprehensive. Various on-line tools, like Mind Mixers, has been used successfully in the Sierra Vista area for outreach. The TAC members concurred that in-person meetings do not generate the level of public participation desired, usually just a few people show up, if any. TAC members shared their experiences with various on-line tools for outreach and suggested these be included in the Public Participation Plan. Member Flissar noted that the SVMPO proximity to the border would suggest that materials should be both in English and Spanish, whenever possible.

This was a discussion item. The TAC members supported taking the preliminary draft forward to the Executive Board: no formal action was taken on this item.

11. 2019 TAC and BOARD MEETING SCHEDULE

The TAC discussed the proposed meeting schedule and indicated a preference for the morning meeting time-slot of 10:00 a.m. to 12 noon. The only potential conflict known is with Cochise County Board meetings, typically held on Tuesdays. Administrator Lamberton stated that as soon as Cochise County posts their 2019 Board meeting schedule she would confirm that no TAC meeting dates are in conflict: if the Board follows their pattern for 2018 there should not be any conflicts. Vice-Chair Flissar asked that all meeting dates be sent out via outlook invites to hold these 2019 dates.

This was a discussion item. The TAC members indicated general agreement with identified dates with the understanding that they could be adjusted if any future conflicts with the proposed TAC meeting schedule occurred.

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

12. BICYCLE-PEDESTRIAN ADVISORY COMMITTEE

The Bicycle-Pedestrian Committee met on October 30th. Administrator Lamberton advised the TAC that the Bicycle-Pedestrian Advisory Committee (BPAC) was eager to resume their committee activities and have set their next meeting for December 3rd. Additions to the BPAC may include a staff person with the School Superintendent's office handling Safe Routes to Schools, someone from hiking clubs or the Sierra Vista running club. Chair McLachlan noted that it was good thing that this group has re-engaged. Administrator Lamberton noted that the desire of the BPAC to meet more often than quarterly, as noted in the Work Program, may be challenging with the current staffing for the SVMPO.

This was an informational item: No action was needed/taken on this item.

13. EVERY DAY COUNTS STAKEHOLDERS MEETING REPORT

Members Watkins and Luo shared their observations from September 27, 2018 EDC meeting. Member Watkins stated that she felt there was not enough emphasis on EDC topics (*EDC selected innovations*) and would like more expertise on specific topics rather than just how ADOT did things. Member Lou agreed with that summation. She added that it was good that ADOT did seem open to the local jurisdictions sharing their perspectives. She also thought the presentations was good and that there was opportunity to learn from other's experiences. Both attendees felt that the communication was good and did like the emphasis on trying to lower costs.

The next EDC Stakeholders meeting will focus on Right-of-Way acquisition issues. Member Watkins stated that changes in federal law are needed and it is hard to argue with SHPO. The TAC shared frustrations with the time delays and costs associated with very minor changes on existing roadways that are caused by the federal regulations related to archeological studies. Member Lou wondered if exceptions could be made for very small projects (signs and fences were mentioned as examples). Chair McLachlan mentioned that a Resolution had been passed by the SEAGO Administrative Council this morning (*Resolution 2018-04*) speaking to this very issue of the need to make changes in the federal process.

Cochise County/Member Watkins indicated that she planned to bring at least one of her Right-of-Way agents to the next EDC Stakeholder's Meeting scheduled for December 13th. TAC members were encouraged to rotate coverage of this opportunity to meet directly with ADOT and FHWA leadership on local agency issues.

This was an informational item: No action was needed/taken on this item.

14. SOUTHCENTRAL DISTRICT REPORT

Administrator Lamberton reported that the recent ADOT priority project meeting did include several projects on Highway 92, including a segment within the Town of Huachuca City, on their potential list. However, it was also noted that ADOT has about 1,200 identified projects state-wide with the potential of funding about 20 of them. Member Hoffman stated that the next step was finalizing scoring and programing for the 5 year ADOT plan. Once finalized, he will send to SVMPO for distribution.

The Foothills project is still not completed. Individual signals are now set up for vehicle recognition but to the Administrator's knowledge the entire stretch of signals has not been re-calibrated. Member Watkins added that she did not think it had been done either and that there have been traffic control issues, like lanes set up too narrowly, out by the Mall area. Final striping might be completed in about two weeks, last she knew. ADOT is attempting to add on a segment of paving at the Charleston and Highway 92 intersection with a change order so this addition is potentially part of the delay in completing this project.

This was an informational item: No action was needed/taken on this item.

Member Hoffman requested concurrence from the TAC to return to Agenda Item 5 to address an oversight in his initial motion on amending the Work Program. The TAC concurred and Agenda Item 5 was revisited at this point in the TAC meeting.

15. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

Administrator Lamberton stated that the following meeting and office closures were anticipated:

- ❖ SVMPO Board Meeting set for November 15, 2018 at 3:30 p.m. Sierra Vista City Hall
- ❖ SEAGO Meeting set for November 15, 2018 at 10:00 a.m. Cochise College, Benson, AZ
- ❖ EDC Stakeholder Meeting set for December 13, 2018 at 10:00 a.m., MAG office, Phoenix, AZ
- ❖ SVMPO Offices Closed: November 12; November 22, 23; December 24, 25; Jan. 1st.

Administrator Lamberton briefed the TAC on the highlights of the recently attended Rural Summit. She advised that ADOT was looking at pulling back some or all of SPR funds currently dispersed to MPO's for planning activities. A work session with the MPO/COG directors will be held with ADOT/FHWA to discuss this issue in the next couple of months. There may be a proposal put forth by several State senators to bring a revenue source directed to transportation forward; however, several pointed questions to the Governor's policy staff advisor on if the Governor would support such a measure should it reach his desk next term were not answered one way or the other. A briefing will be put together for the Board and shared with the TAC. Chair McLachlan advised that a copy of Kevin Adams (*RTAC staff*) report to the SEAGO could be useful.

Administrator Lamberton shared with the TAC that she understood obtaining supervisor signatures were sometimes a problem with submitted In-Kind forms but our extremely knowledgeable liaison to ADOT on our funding, Yolanda, is very clear that it is required. Administrator Lamberton also shared that she would like the TAC to begin to think about how the In-Kind match has been divided. At the present time, of the approximately \$77,000 of required match, \$30 thousand is provided by the City for office space and support; another \$12,000 is apparently City of Sierra Vista cash match, and the remaining amount essentially split between the three member jurisdictions. The Town of Huachuca City, with 2.83 square miles and zero federal functionally classed roads, has the same match at Cochise County who now has 459 square miles of the SVMPO region. Sierra Vista makes up 152.5 square miles. A briefing will be given to the Board on this item and, concurrently with the next Work Program, there may be a desire to make adjustments to the SVMPO match requirements.

This was an informational item: No action was needed/taken on this item.

16. ANNOUNCEMENTS AND UPDATES

TAC members stated that they had no new information to share information regarding jurisdiction projects or current events.

This was an informational item: No action was needed/taken on this item.

17. FUTURE AGENDA ITEMS

Chair McLachlan asked for a layout of the Master schedule and SVMPO deliverables so that next year can be planned for work tasks. Vice-Chair Flissar noted that the next meeting should include the two new TAC members so a good discussion on those tasks could be held. The final Public Participation Plan could come forward and work on a two-year Work Program could begin.

This was an informational item: No action was needed/taken on this item.

18. ADJOURNMENT

Chair McLachlan adjourned the meeting at 2:31 p.m.