



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE (TAC)
MEETING MINUTES: JANUARY 10, 2019**

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 # 287 957 271
Enter # for Attendee ID. For Arizona Relay
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MEETING DATE AND TIME:

January 10, 2019
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
Member: Daniel Coxworth, AICP, Cochise County Planning Director
Member: Jennifer Fuller, Town of Huachuca City
Member: Mike Normand, Vista Transit Administrator
Member: Mark Hoffman, Arizona Department of Transportation (*by phone*)

SVMPO TAC MEMBERS ABSENT:

Member: Jing Luo, P.E. City of Sierra Vista

STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

OTHERS PRESENT:

Jeremy Moore, Assistant District Engineer, ADOT
James Gomes, Traffic Engineer, ADOT
Tricia Gerrodette, Citizen

1. CALL TO ORDER AND ROLL CALL

Chair McLachlan called the meeting to order at 1:04 p.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 Coxworth

SECOND: Member Normand

ACTION: PASSED UNANIMOUSLY 7/0

3. CALL TO THE PUBLIC

This is the time set aside for the public to comment. Members of the TAC 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 requests to speak to the TAC were submitted.

4. APPROVAL OF MEETING MINUTES (for November 15, 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 November 15, 2018; Member Watkins seconded. Members Coxworth and Normand abstained. The motion passed, unanimously.

MOTION: Vice-Chair Flissar

SECOND: Member Watkins

ACTION: PASSED UNANIMOUSLY 5/0 with 2 Abstentions

5. ELECTION OF TAC CHAIR AND VICE-CHAIR

Chair McLachlan explained that this was time of year in which elections were held for the TAC and asked for nominations for the positions of Chair and Vice-Chair. The TAC members discussed briefly if they wanted to make any formal or informal policies in regards to how these positions were selected or rotated and reached a consensus that the current process was working well enough for a committee of this size. Member Hoffman asked if there was a policy in place that the TAC Chair had to be a different jurisdiction than the Board Chair. Administrator Lamberton advised that there was not.

Member Coxworth nominated Member Watkins for Vice-Chair, and Member Watkins indicated willingness to serve as Vice-Chair. Member Flissar seconded, and the motion to appoint Member Watkins as Vice-Chair was approved unanimously.

MOTION: Member Coxworth

SECOND: Vice-Chair Flissar

ACTION: PASSED UNANIMOUSLY 7/0

Member Flissar then nominated the current Chair McLachlan to continue in that role for the next year. The new Vice-Chair Watkins seconded, and the motion to re-elect Matt McLachlan as the TAC Chair was passed unanimously. The new appointments take effect immediately.

MOTION: Member Flissar

SECOND: Vice-Chair Watkins

ACTION: PASSED UNANIMOUSLY 7/0

OLD BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

6. PUBLIC PARTICIPATION PLAN: PRELIMINARY DRAFT

Administrator Lamberton briefed the TAC on the public review comments received to date and noted that several revisions had been made to the Final Draft. These revisions included:

- ❖ Added a section: Role of Member Jurisdictions, on Page 10
- ❖ Added Appendix B summarizing the public input received. There were nine submitted review comments to this Plan, so far. A Handout summarizing these comments was provided to the TAC.

Member Normand discussed the need to add in text summarizing the Vista Transit Public Outreach Strategies in order to be responsive to FTA deficiency comments/findings from Vista Transit's last audit. He has language from the FTA report and will meet with Administrator Lamberton to make sure that the requirements are covered.

Member Normand asked Member Hoffman if had any information about the ADOT development of a template for these plans. The FTA report sent to Vista Transit referenced such a template and they had indicated they would use it. Member Hoffman stated he would follow-up on this as he is unaware of any template of this type at this time. *Follow-up indicates that this template has not been created as of yet.*

Administrator Lamberton noted that the Public Participation Plan will have been released for over the mandated 45 day public review comment period by the Board meeting on Jan 17th. The official public comment period began with a Press Release issued on December 1, 2018. Administrator Lamberton invited TAC members to an Open House being held later this same day from 4 to 6 p.m. at the Sierra Vista Library. Chair McLachlan stated that he agreed with comments noted and TAC remarks that this Public Participation Plan looks comprehensive...but it all comes down to the execution of this plan. He also stated that he concurred with the Town of Huachuca City's comments, noted in the Handout, that involving the youth is a good idea.

After noting that he would meet directly with Administrator Lamberton to ensure that the Plan included needed elements to satisfy the FTA findings for Vista Transit, Member Normand made a motion to forward the Public Participation Plan, with noted revisions and additions discussed at the TAC meeting, to the Executive Board for approval. Member Flissar seconded, the motion was approved unanimously. The final plan will presented to the Executive Board for approval on January 17th.

MOTION: Member Normand

SECOND: Member Flissar

ACTION: PASSED UNANIMOUSLY 7/0

Member Hoffman stated that he had sent a MPO Circular that sets out the federal regulations regarding the composition of the regional agency Boards. The Executive Boards of the MPOs are required to have elected official representation for each member jurisdiction. This information was provided in response to an inquiry posted during the Public Comment period of this Plan asking if the SVMPO Board could be a separately elected position. Per federal regulations, it cannot.

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

7. SVMPO LEDGER

Administrator Lamberton presented to the TAC members a briefing regarding the interaction between the Federal Ledger, the SVMPO Ledger, the SVMPO TIP and the State TIP. Chair McLachlan suggested that a flow chart might be helpful to explain all of this.

The TAC also reviewed, and discussed, the differences between calendar year, State Fiscal Year and Federal Fiscal Year. Active SVMPO project must be tracked on all three of these calendars. The "active" TIP is also split between the gap between the MPO adopted version in the State Fiscal Year and the adoption of the State TIP in the Federal Fiscal Year. During this gap, both TIPs need amended until FHWA and FTA approve the next year's TIP.

Current ledgers were shared with the TAC and the most current budget amounts, as reconciled to the end of 2018, were distributed (*these updates will be shown in materials transmitted to the Executive Board*). The TAC was advised of two fully executed loans made to SEAGO with FY19 funds for repayment in FY20 and in FY21 in order to secure construction funding for the North Garden/Fry Blvd project in the FY20 construction year. The Work Program expenditures to date how much capacity remained in various Work Elements for new activities were discussed. To date, an estimated 16% of the total program has been expended. This is not unexpected as some larger items take the full fiscal year to be expended and/or are planned for carry-over.

Administrator Lamberton and Member Hoffman briefed the TAC on how appropriations and Obligation Authority interact. Appropriations is the Federal transportation bill projections and Obligation Authority is derived from the annual Federal budget that actually approves the funding amounts. The TAC should look to the total remaining Obligation Authority (OA) amount of \$431,927.79 for budgeting rather than the total budget figure of \$496,873.93 because this is based, in part, in In-Kind match which is not cash with which an invoice can be paid off of.

The TAC advised the Administrator that the key points for the elected officials on the MPO Board was how much funding the MPO received, a breakdown on how it is being spent and match requirements.

This was an informational item: no action was taken.

8. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): AMENDMENT TWO

Administrator Lamberton reviewed the current TIP with TAC members and advised of a needed administrative Amendment to the active TIP to move identified FY19 funding for the HURF Exchange North Garden/Fry Blvd Project into FY20 in order to be consistent with current design and construction schedule. She stated that there would be no change to the project or overall regional funding as a result of this administrative Amendment.

Administrator Lamberton noted that the previous TIP Amendments have not yet been approved by FHWA/FTA. FHWA has indicated verbal approval to ADOT but is waiting to provide written approval until they have FTA's concurrence.

TAC members discussed remaining funds available for FY19 and FY20. Administrator Lamberton advises that the TAC has an estimated \$185,669 in STBG authorizations that could be allocated to

potential FY19 design and/or construction projects. The TAC discussed, and then proposed, the addition of two eligible projects that could potentially use these regional funds within the first half of 2019.

- ❖ The Town of Huachuca City could pursue an Emergency Pre-Emption Signal for the Whetstone Fire Dept. on Highway 90. Design and construction is estimated to be between \$50,000 to \$70,000. ADOT has indicated tentative approval of the placement of this emergency pre-emption signal on the State Highway and has waived a warrant study for this signal device. Any funds not needed for this project would roll-over into the FY20 TIP for re-programming.

Member Hoffman advised the TAC that if the project moved forward as a HURF Exchange the total available would be \$63,000 due to the 90/10 split. ADOT advised that another possibility might be a JOC contract through a transfer of funds to ADOT. A short discussion was had about the potential need of a full signal and Administrator Lamberton advised that a signal warrant study had been done some time back, conditions have not changed since that study and it only met warrants for two hours of the 24 hour cycle. Member Fuller noted it may be necessary to explain this to the Town at some point. After assessing the concurrence of the TAC, Member Coxworth made a motion to amend the TIP to include the Emergency Pre-Emption project. Member Fuller seconded, and the motion passed unanimously.

MOTION: Member Coxworth

SECOND: Member Fuller

ACTION: PASSED UNANIMOUSLY 7/0

- ❖ In order to accomplish the fully desired design and amenities for the North Garden/Fry Blvd project additional funds may be needed. Placing the remaining FY19 funds, \$115,669, into the approved North Garden/Fry Blvd. Design phase could leverage the scale of design completed and/or amenities during the construction phase. It is acknowledged that adding these funds would involve amendments to the HURF Exchange agreements, and the IGA with the City.

Vice-Chair Watkins made a motion to amend the TIP to include the additional funds into the North Garden project. Member Coxworth seconded, and the motion passed unanimously.

MOTION: Vice-Chair Watkins

SECOND: Member Coxworth

ACTION: PASSED UNANIMOUSLY 7/0

Administrator Lamberton asked the TAC members to begin considering projects for projected funds in FY21, FY22 and FY23, noting that these should fall out of studies or plans completed either by the SVMPO Work Program or the jurisdictions short or long-range plans.

9. WORK PROGRAM: FUTURE PROJECT IDENTIFICATION

Administrator Lamberton advised that once this item had been drafted she wished it had been divided into three sections. There were three major sections addressed on this item by the TAC.

Current FY19 Work Program: The TAC reviewed the current FY19 Work Program and Administrator Lamberton advised the TAC that with the reconciled budget in place there were \$10, 987 of expected revenues, yet undesignated for FY19.

Administrator Lamberton noted that it was important to schedule whatever activities the MPO wanted to accomplish at this time because the two month cycle for Board meetings lands the MPO too close to the end of the fiscal year to program projects in March. It was also noted that it is an acceptable strategy to plan funds for next fiscal year's work activities. One large project planned was to conduct a transit study with a set-aside of \$50,000. This project will not move forward this year. FTA funds are an allowed use for any regional work program element approved in the Work Program and are not limited solely to a transit activity. Member Normand advised the TAC that next year a short-range transportation plan may need to be completed. Member Fuller notes that that transit study was to assist the Town with their transit route planning but that the Town no longer has a transit system.

Several proposals were discussed by the TAC, including the potential of a Highway 90 corridor study in the Town of Huachuca City, a potential roadway assessment study for the Town of Huachuca City, additional outreach for the West End project. Member Watkins brought forward a request to consider a V-Sense Road Geometry piece of equipment with an estimated cost of \$6,000. Member Hoffman stated that he would confirm that it would be an eligible purchase and Member Watkins stated that if purchased, this equipment would be available to other jurisdictions for use.

After consideration of available funds, and noting that once in the Work Program it was not a mandate that a task be completed if the jurisdiction decided there were issues with pursuing it at this time, the TAC prioritized proposals most likely to be able to complete in FY 19 and agreed to support the following changes to the FY19 Work Program:

- ❖ Add an equipment purchase of a V-Sense Road Geometry accelerometer and software for Cochise County in the existing Data Collection and Maintenance work element. This piece of equipment is not owned by any jurisdiction within the County at this time and allows staff to assess their road geometry and curve radii, conduct road testing and road audits and monitor a number of factors directly related to rural road departure safety factors. Estimated cost is \$6,000. Amendment on page 19 of the Work Program.
- ❖ Add a potential roadway assessment for the Town of Huachuca City and surrounding area that includes identification of right-of-way, ownership, road condition, classification in the Regional Planning Work Element. This study would assist both the Town and Cochise County with potential future annexation activities, and provided needed existing conditions for the SVMPO pending Long-Range Transportation Plan. Estimated cost is \$30,000. Funds would be shifted from the Public Transportation Work Element to cover this new study. Amendment to Pages 23 and 24 of the Work Program.
- ❖ Add a Signal Timing Study update for the City of Sierra Vista (existing one 18+ year's old/best practices are updates every 5 years) as a potential project into the Data Collection and Maintenance Work Element. Estimated cost is unknown; however, the TAC feels this may be a good placeholder project to use funds not yet programmed or may be a good project for next year's Work Program depending on the range of cost estimates the SVMPO receives. This may replace the \$15,000 set aside for GIS data gathering effort for the Census 2020 as those resources do not yet appear to be needed in FY19. Amendment to Page 19 of the Work Program.

- ❖ Add a line item for Public Outreach on the North Garden/Fry Blvd Project as a potential enhancement to the Public Participation Plan work element. Public outreach is a planned scoping item to the Design phase of this project; however, the SVMPO has received several comments of concern about the scale and adequacy of outreach for this project, given its key transportation circulation position and the overlays of Title VI vulnerable population groups. In keeping with the SVMPO Title VI Plan, and the pending update of the Public Participation Plan, being prepared with resources to leverage outreach activities is recommended. Cost estimate \$10,000. Funds would be shifted from the Public Transportation Work Element to cover this enhanced outreach effort. Amendment to Page 22 of the Work Program.

Chair McLachlan advised Administrator Lamberton that she had direction to follow up with these topics with ADOT and the member jurisdictions and make appropriate amendments to the Work Program to accomplish these goals. The TAC concurred. A formal motion on this item was not made.

2019 Conferences and Training: A sign-up sheet for 2019 conferences was circulated and it was noted that both TAC members and their alternates were eligible for support to register for conferences. Administrator Lamberton advised the requirements were that (1) the member/alternates actually then attends that conference and (2) would report back to the SVMPO and their member jurisdictions what they learned at the event. After discussion, the TAC reached a consensus that member jurisdictions should continue to support the lodging and travel expenses and the SVMPO should continue to cover just the registration costs. Registration for both the Transit and Roads and Streets conference are now open and Administrator Lamberton stated she would get with individual members that have signed up for those conference and register them.

Administrator Lamberton stated that she would be unable to attend the National APA conference, which was already budgeted. The TAC supported sending a TAC representative and Member Coxworth will inquire if the County's Designated Alternate, Paul Esparza, County Planning Manager was still interested in attending.

No formal action was taken on this portion of this agenda item.

FY20 & F21 Work Program: Administrator Lamberton provided a very brief overview of the proposed Work Program elements for the upcoming two-year FY20 and FY21 activities. A handout of the current work activities was passed out (as adopted in the current Work Program) and a short discussion held on the GIS items, in particular the traffic counts tasks, was held. Administrator Lamberton asked the jurisdictions to find out who was doing this work and if traffic counts were being loaded onto the State TDMS system. Vice-Chair Watkins suggested that the MPO consider supporting a LIDAR mapping effort at the one meter level for a full County-Wide mapping. The County was hoping for a contribution of \$50,000, if available.

Given that a half an hour remained for this TAC meeting, Administrator Lamberton proposed that she send out a homework assignment to the TAC members to review this information and provide her with feedback by the end of the month so that she could prepare a draft Work Program for discussion at the next TAC meeting. The TAC concurred and this item was deferred until next meeting.

No formal action was taken on this portion of this agenda item.

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

10. SOUTHCENTRAL DISTRICT REPORT

ADOT's Assistance District Engineer, Jeremy Moore and Traffic Engineer James Gomes, were present at the TAC meeting and shared information with the TAC about the final punch list items on the Foothills intersection project. Although the project is substantively completed, thermoplastic striping will have to wait for warmer weather (4 to 5 weeks out) and the signal does not yet have the protected left turn electronic wiring in place yet. Those electrical components are still on back-order. Rip-rap is still be added and damage to the pedestrian path is being restored.

ADOT has made several assessments of the no U-Turn sign at the Foothills intersection. Although the intersection widening had, at one time, been designed to remove the no U-Turn signal, the final as-built intersection has too tight of a turn to allow this turning movement. ADOT acknowledges that the southwest business property owner will be disappointed in this decision but it is a safety issue. ADOT asked if the City of Sierra Vista would like additional study of this issue and they stated that they are satisfied that the intersection is not wide enough to allow a U-Turns there and concurred with ADOT position on this matter. ADOT staff stated that they would personally discuss this with the business owner.

Member Coxworth asked if there was any further action on making the SouthCentral District boundaries match the new SVMPO boundaries. The SouthCentral District indicated that they had taken in the St. David area. ADOT staff indicated that a response time analysis was done and that it was faster to get a response time down to the Hereford area from SouthEast District than it would be if the boundaries were changed. At this time both Mr. Moore and Mr. Gomes were unaware of any discussion about changing the boundary limits.

Member Hoffman advised that the final scoring and programing for the 5 year ADOT plan (2020-2024) draft is expected by February 4th. No substantive projects are proposed in the SVMPO area.

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

11. JURISDICTION PROJECT UPDATES & ANNOUNCEMENTS

A status update on SVMPO funded project activities was shared with the TAC:

The City of Sierra Vista indicated that the **Pavement Survey project** will be presented to Council in the next month or two. A specific date is not yet set. Administrator Lamberton advises that Member Luo had advised her that the **Adaptive Signal project** has a drafted scope of work that they have questions on and a meeting is being set up with the ADOT PM and the selected contractor, Kimely-Horn. It appears that there is some confusion over the full scope of this project and once that is clarified it is hoped that this can go out to contract fairly quickly after that.

Member Hoffman advises this HSIP project has to be authorized by June 2019. Vice-Chair Watkins

states the County will move forward on their **Charleston HSIP project** soon. Chair McLachlan notes that the TAC has discussed the **North Garden project** as part of earlier agenda items.

ADOT advises they are still waiting on component parts to repair the cabinet box at SR90/SR92 that was damaged some months back.

This was an informational item.

12. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

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

SEAGO Meeting set for January 17, 2019 at 10:00 a.m. Cochise College, Benson, AZ

SVMPO Board Meeting set for January 17, 2019 at 3:30 p.m. Sierra Vista City Hall

MPO/COG Director Meeting on SPR funds set for January 22, 2019 at 9:00 a.m. ADOT, Phoenix, AZ

Rural Transportation Advisory Committee set for January 28, 2019 at 12:00 noon in Phoenix, AZ

MPO/COG Planner Meeting set for February 1, 2019 at 10:00 a.m. MAG offices, Phoenix, AZ

SVMPO Offices Closed: January 21st & February 18th

- ❖ The Administrator advised the TAC that the adopted FY19 Title VI and Environmental Justice Plan was approved by the ADOT Civil Rights Division on December 17th. She also advised that some MPO's would be selected for a compliance review of their Title VI Plans and notice would be sent on that between now and May of this year. *The day after the TAC meeting SVMPO was notified that they had been selected for a Title VI compliance review, set for Feb. 12th.*
- ❖ The Administrator advised TAC members that on the updated SVMPO demographic and employment data on MAG's state-wide website: <https://maps.azmag.gov/> was now available. TAC members were asked to report any issues that they might find to MAG.
- ❖ The Administrator advised that applications were in for an internship position and the second position was not yet posted but was in the approval process through Sierra Vista's HR Dept.
- ❖ The Administrator briefed the TAC on the status of Federal and State legislative activities: the State legislative session will begin on January 14th. The Governor is holding the line on the new MVD fee, which was, at the end, a simple math equation: requested DPS budget divided by number of registered vehicles, minus all vehicles exempted (like disabled, Purple Heart, golf carts), equals MVD safety fee. The Governor's inaugural address still held with the no new tax positions although there are bills being introduced to increase funds for transportation infrastructure. There remains some concern that the legislature may still look to HURF as a source to solve the education shortfall. The Federal shut-down is still on-going and this is causing a delay in approval of the last TIP Amendment. The lack of FTA approval is holding up the purchase of two funded transit buses: there is no timeline for resolution of this situation.
- ❖ The Administrator provided samples of the changes to the SVMPO In-Kind Forms and discussed changes in the process. She advised that a recent presentation by ADOT Finance Dept. found that none of the MPO's seemed to be completing these forms correctly. SVMPO is one of the few using actual loaded salary rates – which is the requirement. A required certification statement has now been added and SVMPO staff will try to help with

tracking hours and miles. Administrator Lamberton noted that it is the member jurisdictions responsibility to track and provide their In-Kind Forms and advised TAC members that the Executive Board had also been advised of the need for the Supervisor's signatures on these forms.

Member Hoffman added that the Off-System Bridge webinars were available at two different times and the HSIP call for projects would be released in January, projects needed by April. Off-System bridges must be on local roads or a rural minor collector. There is a \$1 million dollar cap for applications. Administrator Lamberton stated that she would send this information out to TAC members.

13. FUTURE AGENDA ITEMS

Chair McLachlan asked for a presentation on the BST extension issues given the recent approval of the Az. Dept. of Mining to allow an expansion of the CMEC gravel operation in that area. It is believed that that expansion overlaps at least three of the previously proposed routes. There was no adequate notice to the City and none to the SVMPO of this proposed expansion. The TAC would like to revisit the recommendations of this study and look at what that expansion might do to impact the ability to bring an extension through. CMEC is exempt from Zoning, this came under the radar, and only directly adjacent property owners appear to be notified. They may be only one alternative left, unless we revisit the entire area. Administrator Lamberton noted it was believed this issue was going to be a contentious issue during the Regional Long-Range Plan outreach.

The next TAC meeting is scheduled for March 5, 2019 at 10:00 a.m. The Sierra Vista TAC members have a time conflict and requested that the meeting be shifted to a 10:30 a.m. start time. The group concurred and Administrator Lamberton stated that she would post this change.

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

14. ADJOURNMENT

Chair McLachlan adjourned the meeting at 2:55 p.m.