



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE (TAC)
MEETING MINUTES: MARCH 5, 2019**

DRAFT

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
Service use 1-800-367-8939, or dial 7-1-1.

MEETING DATE AND TIME:

March 5, 2019
10:030 AM

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

Website: www.svmpto.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: Jing Luo, P.E., City 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

SVMPO TAC MEMBERS ABSENT:

Member: Jackie Watkins, P.E., Cochise County Engineer

STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

OTHERS PRESENT:

Catarina Porter, SVMPO Transportation Planner Intern
Jeremy Moore, Assistant District Engineer, ADOT
Chris Page, Traffic Engineer, ADOT

1. CALL TO ORDER AND ROLL CALL

Chair McLachlan called the meeting to order at 10:33 a.m. Administrator Lamberton took roll call and confirmed that a quorum was in place. She also introduced the new SVMPO intern, Caterina Porter, from BYU-I. Ms. Porter advised the TAC that she was a Civil Engineering student who would be returning back to school in the Fall.

2. ACCEPTANCE OF THE AGENDA

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

MOTION: Member Normand

SECOND: Member Hoffman

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 member of the public was present.

4. APPROVAL OF MEETING MINUTES (for January 10, 2019 TAC Meeting)

Chair McLachlan asked members if they had reviewed the previous meeting minutes and if there were any needed corrections. Member Hoffman noted one correction to page one to change the meeting time from a.m. to p.m. With that one correction, Member Hoffman moved to accept the meeting minutes for the TAC Regular Meeting of January 10, 2019; Member Fuller seconded. The motion passed, unanimously.

MOTION: Member Hoffman

SECOND: Member Fuller

ACTION: PASSED UNANIMOUSLY 7/0

OLD BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

5. PUBLIC PARTICIPATION PLAN: PRELIMINARY DRAFT

Administrator Lamberton advised the TAC that the Public Participation Plan has been adopted by the Executive Board on January 17, 2019. This document now serves as the guidance to the SVMPO regarding public outreach strategies for SVMPO activities, including the pending Long-Range Transportation Plan update. Final copies of the adopted plan were provided to the TAC.

This was an information item: no action was taken on this item.

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

6. SVMPO LEDGER

Administrator Lamberton reviewed with the TAC the current funding ledger for the SVMPO region. One additional loan was made with FY19 funds for repayment in FY20 to the CYMPO in order to secure construction funding for the North Garden/Fry Blvd project in the FY20 construction year. Member Hoffman advised the TAC that the figures shown will fluxuate each meeting, based on changes made to federal aid ledgers that occur each month. The ledger incorrectly labels appropriations and Obligation Authority: Appropriations should be shown as 100% and Obligation Authority is currently at 94.9%. Member Normand asked if the Appropriations column was

reflecting the federal funding identified by annual federal budget bills. Member Hoffman stated that this was correct: Apportionments reflect the federal bill not the match amounts.

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

7. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): AMENDMENT TWO

Administrator Lamberton reviewed the current TIP with TAC members and advised that an administrative Amendment to the active Transit TIP was going to be made in order to bring the Transit TIP consistent with the City of Sierra Vista Vista Transit budget. No action was needed as there will be no change to project types and the amount of funding designated per line item is less than what had been previously been approved by the Executive Board. Administrator Lamberton stated that she would be meeting with the Vista Transit Administrator on March 6th to finalize any changes that might be needed.

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. Administrator Lamberton asked Member Hoffman if the SVMPO could begin the HURF exchange project changes needed as it has taken an unexpectedly long period of time to get a TIP Amendment approval. Member Hoffman stated that as the TIP was approved by the Executive Board he believed that we could. Administrator Lamberton then advised both the Town of Huachuca City and the City of Sierra Vista that she would work with them to get those documents prepared and ready for ADOT.

Member Normand stated that FTA was looking for a concurrence letter from the SVMPO regarding a grant funding change. The SVMPO Administrator stated that while the SVMPO is supportive of providing a letter, it should be limited to only those actions that the SVMPO has control over. Changes made to Vista Transit's budget, through the City of Sierra Vista, are not funds under the control of the SVMPO. Member Hoffman concurred that as Vista Transit is a direct recipient of FTA funds the SVMPO's actions are usually limited to ensuring that the Transit TIP is processed and approved. Administrator Lamberton stated that she would work with Vista Transit and FTA to identify what was actually needed and follow through on providing whatever documentation might be needed. Member Coxworth observed that he had signed similar letters in the past and they may not be needed to be signed by the SVMPO Chair/Mayor of City of Sierra Vista.

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

8. WORK PROGRAM: FUTURE PROJECT IDENTIFICATION

Administrator Lamberton provided the TAC with the recommended work elements and a draft set of work tasks for the next SVMPO Work Program. She stated that ADOT is now looking for two-year Work Programs and that the SVMPO meeting with FHWA and FTA to discuss the drafted Work Program has been scheduled for April 1st. A brief discussion occurred regarding Work Program eligibility requirements as set out in 23 U.S.C. 134.

Administrator Lamberton advised that for this next Work Program the MPO will still have the State Planning (SPR) funds to work with. However, there is a possibility that they may be taken back into ADOT: they are a discretionary distribution, not a mandated amount to be transferred to the regional agencies. For the SVMPO this equates to about 46% of our budget. The MPO and COG directors are addressing this issue, along with the activities we do in behalf of the State, directly with ADOT.

Administrator Lamberton indicated her desire to see work tasks that were defined as action items that could clearly be tracked as completed or not completed. Reporting the completion of a task loosely defined as “coordinate, cooperate” is more difficult than a task specifically defined as “update the employment database for the SVMPO area”. The drafted work tasks shown in the handout provided to the TAC included recommendations from the Bicycle/Pedestrian Advisory Committee and from Vista Transit. The TAC had no objection to separating out Public Transit as its own work element and creating a new Work Element for alternative transportation modes. A discussion occurred about the involvement of the MPO in aviation activities. Vice-Chair Flissar stated that the Sierra Vista Municipal Airport plans are current and there is not a need to update them within the next two years. It was agreed to have one generic work task related to the aviation mode and not a specific item.

Administrator Lamberton and Member Hoffman noted that the primary tasks for the MPO in the next two years will be the completion of a Long-Range Transportation Plan and Short-Range Transit Plan. Both are mandates of the MPO. Other possible projects is a corridor study for the Town of Huachuca City and a FEMA/LOMAR study for the future extension of Avendia Escuela. Many of the traffic count tasks are being done by the member jurisdictions: this task for the MPO can be stated in more generic terms. Member Fuller indicates that their City Council may consider a 5311 transit system. Member Hoffman stated that starting up a 5311 system typically requires a Feasibility Study and Implementation Plan. A placeholder for supporting this potential task will be added. Member Coxworth stated that the County was undertaking a pathway/trails plan and a specific item related to that was not needed: the MPO support for this activity, if needed, is covered under the assist jurisdictions with trail connection planning work task.

Administrator Lamberton asked if there were any other conferences/training that might needed added. The TAC did not have any at the time: Chair McLachlan asked about how soon TAC members needed to provide any additions. Administrator Lamberton said it would be best to add them to the draft plan and that information should be brought back no later than the next TAC meeting in May. Member Luo asked how many people were going to all of these conferences. Administrator Lamberton said that assistance was available only to TAC and Board members, and their designated alternative, and that the expectation is that no one would be attending all of them: planners would go to the Planning Conferences; Engineers to the engineering/technical conferences. Cost estimates are based on that assumption. It was also noted that just because a conference might be listed did not mean that anyone had to attend – only if it met training or certification needs to support the professional development of staff working with the regional agency.

This was a discussion item only: no action was taken on this item.

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

9. TITLE VI PLAN UPDATE AND COMPLAINT PROCEDURE TRAINING

The FY19 Title VI plan was accepted by ADOT's Civil Rights Division on December 17, 2018. A Title VI Compliance Review was conducted on February 12, 2019. The TAC was provided with the potential recommendations and deficiencies from this compliance review in their TAC agenda packets: Administrator Lamberton noted that one expected deficiency is related to lack of training for SVMPO committees, like the TAC. She also noted that the FY20 Title VI planning effort is already underway, but will look very much like the FY 19 version, with updated maps. The FY20 Title VI plan will be before the TAC for approval at their next meeting.

She shared with the TAC drilled down maps on Limited English Proficiency areas and noted that the three Census Tracts that meet federal thresholds are located within the West End project area. For this reason, the SVMPO added additional resources for public outreach efforts associated with the North Garden/Fry Blvd project to ensure that proactive outreach occurs targeted to Spanish speaking population groups in that area.

The TAC also discussed the challenges with complying with the requirements to track the ethnicity and race of attendees to meetings. Administrator Lamberton advised the TAC that the goal is to identify the demographic make-up of the SVMPO region, the specific SVMPO project and the attendees to public outreach for that project. There should be a positive correlation between these datasets. Unfortunately, asking about ethnicity and race is in itself often perceived as being offensive and people did not want to answer or make-up answers. Administrator Lamberton stated she was open to any innovative or creative ideas the TAC might have to address this issue.

Administrator Lamberton then emphasized to the TAC that the SVMPO had its own complaint process, and provided copies of this process and the complaint forms to the TAC. She stated that these forms are on the SVMPO website, available at the front counter or from the SVMPO in whatever language or alternative format needed, like Braille. She also advised that TAC that if someone has a complaint about they they have been treated under Title VI they have the right to file that complaint with the SVMPO and as members of the TAC they should so advise anyone that might speak to them on that topic. The TAC indicated they had no questions about the complaint process or forms.

This was an informational/training item: no action was taken on this item.

10. BST EXTENSION ROUTE/MINE EXPANSION

In 2015, SVMPO conducted a study looking at potential routes to extend Buffalo Solider Trail from Highway 92 to Moson Rd. That study was not completed and recommendations were rejected by the SVMPO Executive Board in July 22, 2015. The City learned that the gravel mine just east of Highway 92, and within the study area boundaries, received permission to significantly expand their boundaries from a contact with Castle and Cook. The TAC was provided with maps showing the previously studied routes, land ownership and the mine expansion (also included in the agenda packet) and a map overlaying the routes on top of the mine expansion. 4 of the six routes are directly impacted.

No one from either the City or the County has yet approached the mine about this expansion. No one knew specifics about required reclamation activities the mine might be undertaking. One concern is that a major wash, the Garden Canyon Wash, currently is bermed up at the edge of the gravel operations and does, on occasion, flood the mine. Typically, reclamation requires restoring that wash back into its natural and historic path, which will change the drainage flows in this entire area. Reclamation could potentially open up the possibility of southern route rather than a northern route around the gravel operation.

The TAC discussed the future need for this route: modeling of future condition indicates an east/west connecting route is needed to avoid, or at least delay, a six-lane Highway 92 segment through the urbanizing area. Frustration was expressed that expectations and timelines were not understood during the initial corridor study. It appeared that determination of a final alignment and advance right-of-way acquisition was in limbo with the City seeking to be assured of County support for a route before moving forward on the City portion and the County seeking to assured of the City's final Tribute alignment before matching it up on the County side and engaging Arizona State Lands. The TAC agreed that their wasn't an immediate need for resolution but that this entire area should be considered, and discussed with the public, during the long-range plan process later on this year.

Administrator Lamberton advised that this item was not going to be brought forward to the Executive Board at this time but was on the table for discussion to assess what was known and what needed to be learned. The TAC felt that a next step might be to discuss with the Mine Operations what they were thinking in terms of reclamation and roadway access needs once development begins to build out west of their site.

This is an informational/discussion item: no action was taken on this item.

11. SOUTHCENTRAL DISTRICT REPORT

ADOT's Assistance District Engineer, Jeremy Moore, provided the TAC with an update of ADOT activities. The Foothills project is still waiting for warmer weather to complete the final striping. Both the Guilio Cesare and Charleston intersections are being milled out and re-paved in about a month. In the meantime, a new product is being tried to fill potholes. These repairs will take place at night, over 2 or 3 nights, paving one side at a time. Crosswalks will then be re-striped at both locations.

Mr. Moore addressed several questions that had been brought to his attention from the Cochise Bicycle Advocates (CBA): 1) his district is not doing any milling of the shoulders: not funded at this time. 2) Pedestrian and turn arrows are on different phases: at no time should a pedestrian walk sign and a turn arrow occur together. If this is happening he wants to know exactly where so he can have his staff correct this timing issue. 3) Left-turning arrows are set for 6 seconds, up to a max of 32 seconds if vehicles are queued up. A bicycle may not trigger the timing. If only a bicycle is present there is the 6 second lagging left-turn arrow, plus yellow and then red phase. Intersections with video react different than those with loops. This may not be an easy fix but if there are frequent bicycle use intersections and a slight change in timing might make a notable difference, then he is willing to assess the intersection. Vice-Chair Flissar stated that she was not aware of any

City intersection with an overlapping pedestrian and turn arrow indicator. Administrator Lamberton stated that she would advise the CBA of this information and solicit from them specific intersections of concern.

Member Hoffman advised that the state 5-year program will have three public hearings before adoption. The tentative plan shows no capacity projects in the SVMPO area – 100% preservation activities only. Only the MAG and PAG regions have capacity projects identified in the upcoming work program. *It was not noted but the reason only MAG and PAG have capacity projects is due to additional local transportation fund sources being added for specific projects.*

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

12. JURISDICTION PROJECT UPDATES & ANNOUNCEMENTS

Status updates on SVMPO funded project activities were shared with the TAC:

Member Luo indicated that the **Pavement Survey project** only has a few remaining items. The MicroPaver software has been purchased and the City is working with IT to resolve a few technical issues. A training will then be held as the final deliverable on this project.

Member Luo stated that the **North Garden/Fry Blvd** design project has also not yet gone out for re-advertisement. The City is working with Procurement to revise the Scope for clarity and go out for competitive bids.

Member Luo stated that the **Adaptive Signal project** is not yet underway. The City is still working with ADOT to refine the Scope of Work and take a more realistic approach to the project. The construction phase of this project may not occur in this fiscal year and construction funds may also need to be moved.

Member Normand noted that **Vista Transit** is going down to 3 routes on 60 minute loops. They are still looking for cost efficiencies. This change will occur next fiscal year. Vista Transit is working with the Town Manager (Town of Huachuca City) on the possibility of providing a bus shuttle a few days a week and discussion are occurring with Vista Transit on this route. He reported that the Greyhound Bus was doing fairly well with pick-ups at the transit center, even without any advertising. In February about 110 rides were provided. The Greyhound Bus route takes riders to Tucson or through Sonoita/Rio Rico to Nogales. The Cochise Commuter is tweaking their routes, deleting the Benson loop and adding more access through the Herford/Palominos area. The continuation of this service is dependent on meeting ridership goals.

Member Fuller stated that they were ready to take an IGA and Resolution to their Town Council on the pending HURF Exchange project on March 14th.

Member Coxworth says that the County is undertaking work on Moson Rd. doing one-mile sections at a time.

There is no new information about the **Charleston HSIP project**. It was noted that if the project was not initiated soon the funds would have to be taken and redistributed or loaned to move the project to a future year.

This was an informational item: no action was taken as part of this item.

13. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

This item was skipped in order to end the meeting up on time. Upcoming meeting and office closures were noted in the TAC agenda.

14. FUTURE AGENDA ITEMS

The TAC identified the following possible items: functional classified roadway update, Avendia Escuela and Theater Drive projects. The Federal functional classified update is anticipated to be completed very soon. Administrator Lamberton advised that all the rural areas area are completed but final work is being done with PAG and MAG.

The next TAC meeting is scheduled for May 7, 2019 at 10:00 a.m.

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

15. ADJOURNMENT

Chair McLachlan adjourned the meeting at 12:20 p.m.