



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE (TAC)
MEETING MINUTES: MAY 8, 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
Service use 1-800-367-8939, or dial 7-1-1.

MEETING DATE AND TIME:

May 8, 2019
11:00 A.M.

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

Website: www.svmppo.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: Jackie Watkins, P.E., Cochise County Engineer
Member: Sharon Flissar, P.E., Director Public Works, City of Sierra Vista
Member: Jing Luo, P.E. City of Sierra Vista
Member: Matt Williams, Town of Huachuca City/present for Jim Halterman.
Member: Mike Normand, Vista Transit Administrator
Member: Mark Hoffman, Arizona Department of Transportation (*by phone*)

SVMPO TAC MEMBERS ABSENT:

Member: Daniel Coxworth, AICP, Cochise County Planning Director

STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP
SVMPO Intern: Catarina Porter

OTHERS PRESENT:

Jeremy Moore, Assistant District Engineer, ADOT (*by phone*)

1. CALL TO ORDER AND ROLL CALL

Chair McLachlan called the meeting to order at 11:09 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 Normand

SECOND: Member Flissar

ACTION: PASSED UNANIMOUSLY 7/0

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 present.

4. APPROVAL OF MEETING MINUTES (for March 5, 2019 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 Watkins moved to accept the meeting minutes for the TAC Regular Meeting of March 5, 2019; Member Luo seconded. The motion passed, unanimously.

MOTION: Vice-Chair Watkins

SECOND: Member Luo

ACTION: PASSED UNANIMOUSLY 7/0

OLD BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

5. WORK PROGRAM: FY20 & FY21 Draft Work Program and Budget

The TAC held an in depth discussion of the draft FY20/FY21 Work Program, reviewing the final draft plan section by section. Minor additions to the Work Program element page, on page 11 to clarify that it is the Short Range TIP, and that the transit element does include a short-range transit plan were suggested. An error in the calculations on the work program budget page 12 was noted, the Administrator noted that this had been caught after the Work program had been sent to the TAC: the version sent to the Board and posted on-line were corrected. Potential Conference list on page 14 appeared to be completed, no TAC member identified any additional conferences of regional significance to include. Chair McLaughlin questioned the cost of the APA Membership and the Administrator clarified that is potentially included more than one membership for staff. The TAC asked if the SVMPO had ensured that duplicate payments were not being made for memberships as the member jurisdictions are also part of SEAGO. The Administrator said that the estimates shown were reflecting only the SVMPO share. A calculation correction was noted for page 16 in the Budget FY21 Direct Expense line.

The TAC held a discussion about potential need to update or obtain various corridor studies. Future Moson Rd. extension, BST extension were both future corridors identified by Cochise County. The Avendia Escuela extension was mentioned by the City of Sierra Vista. The Work Program specifically identified a corridor study through the Town of Huachuca City on Highway 90 and also identified placeholders for corridor or sub-area plans. The Administrator advised, and Mark Hoffman confirmed, that the TAC could pull funds from the TIP/STBG for eligible planning studies, like the needed FEMA/Hydrology study or the LIDAR mapping flight. The Administrator states that she included STBG as a potential funding source for these two specific activities in the

Work Program. That does not then require the SVMPO to use those funds for those purposes but does allow it.

The TAC reviewed the preliminary budget. The Administrator advised that these are based on the most current funding amounts provided to the SVMPO but were subject to change. The Work Program will be amended, almost immediately, to account for end of the fiscal year project and funding close-outs. Carry over of both funds and projects will then be included in the Final Work Program later this year. Although this is a two year Work Program it is not anticipated it will save us any work: amendments are expected as project timelines and cost estimates are adjusted. The larger amount in FY20 reflects carry over amounts and the need to save up funds for the long-range transportation plan. However, this does also cause a higher match amount, a subject the Board has been discussing.

This preliminary draft will go to FHWA and FTA for approval for the purposes of ensuring eligibility of proposed activities and funding beginning in July 2019. The Work Program will also be released to the public for review over the next month or two. Then a final version will be brought forward with public input and revised FY20 funding and carry over amounts.

Member Williams then made a motion to forward the draft FY20/FY21 Work program to the Board with the corrections to the financial tables and suggested edits noted. After clarifying that the TAC felt the generic descriptions for potential professional services met the potential needs for corridor or sub-area studies, Vice-Chair Watkins seconded. The motion passed unanimously.

MOTION: Member Williams

SECOND: Vice-Chair Watkins

ACTION: PASSED UNANIMOUSLY 7/0

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

6. SVMPO LEDGER

The TAC reviewed the funding ledger for the SVMPO region. The current ledger shows \$509,049 in funds that were exchanged for HURF funds in the amount of \$458,144 for two projects that were scheduled to obligate in this fiscal year. The Administrator noted that just over \$1.5 million would be available by FY2023 for new projects.

7. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): ACTIVE PROJECTS

The TAC reviewed the status of active TIP projects. The Administrator advises that it appeared that active projects would need to be moved to the FY20 TIP year, as they appeared unlikely to obligate their funds by the end of June. The Emergency Signal project is just beginning the HURF Exchange Initiation phase. The Adaptive Signal design project has continued to work with ADOT to fully develop the scope of work desired by the City. The ADOT PM, Adam McGuire, recommended moving the funds to FY20 in a recent status e-mail to the City. The North Garden Design project is in the consultant selection phase, the RFQ is released by interviews are scheduled for mid-June.

The Administrator advised that the Sierra Vista may need to move the construction phase of the North Garden project to FY21. However, that decision can wait until a design consultant is on

board and a schedule developed. Moving those funds, given the amount is over \$2.5 million, should be arranged early in the fiscal year, if at all possible.

TAC members agreed it made sense to move active FY19 projects to the FY20 TIP year and Member Williams so moved. Vice-Chair Watkins seconded. The motion passed unanimously.

MOTION: Member Williams

SECOND: Vice-Chair Watkins

ACTION: PASSED UNANIMOUSLY 7/0

8. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): CALL FOR PROJECTS

The TAC was advised that a Call for Projects had been transmitted to all the jurisdictions for available out-years through FY2024. No formal proposals were presented. The TAC discussed possible projects, including the FEMA/Hydrology study for the extension of Avenida Escuela, the LIDAR mapping effort, partial funding for the eventual bridge across Avenida Escuela, Phase 2 of the North Garden/Fry Bld. project, possibly a HAWK crossing. Member Williams stated that they would not mind seeing some projects to improve Highway 90 through the town.

Administrator Lamberton noted that potential TIP projects would also come out of the area studies and long-range transportation plan efforts that will be occurring next fiscal year. One option for the TAC is to hold off on selecting projects until those plans are completed. The Administrator stated that project proposals should be transmitted to SVMPO by no later than May 24th to be included in the June TAC meeting packet.

This was a discussion item. No action was taken.

9. FY 20 TITLE VI PLAN UPDATE

Administrator Lamberton briefly presented the major findings of the FY20 Title VI Plan update. She advised that over the last year the SVMPO region has seen an increase in elderly residents by about 300, a slight decrease in minorities, and a very slight decrease in poverty. The one area of Limited English Proficiency that still meets the threshold for proactive engagement is located in three Census tracts in the North Garden/West End area. Vice-Chair Flissar states that the City's PIO puts out materials in Spanish and really stays on top of making sure that Spanish speaking populations are engaged. It was noted that the North Garden project is required to do some level of specific accommodation for the Spanish speaking population.

Administrator Lamberton provided the TAC with the SVMPO's response to the ADOT Title VI Compliance Review. This Action Plan was accepted by ADOT and the FY20 Title VI Plan includes the action plan recommendations. The FY20 Title VI Plan is due to ADOT by the end of the fiscal year with approved minutes adopted the Plan.

MOTION: Member Williams

SECOND: Member Flissar

ACTION: PASSED UNANIMOUSLY 7/0

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

10. TRANSIT ASSET INVENTORY REPORT UPDATE

The SVMPO Intern, Cat Porter, presented to the TAC work done to update the Transit Asset Inventory Report. This report is required by FTA for annual FTA funding to the region and to Vista Transit. The TAC discussed various sign and schedule holders, noting that plastic can still be damaged. Member Normand stated that updating faded signs with schedule holder boxes was on his future planned improvements. Member Normand also stated that he would like this presentation made to his Vista Transit staff. Ms. Porter advised that this information would be incorporated into the Transit Asset Management plan and then would not need to be updated for another three years.

At this time, almost all of the bus stops are in excellent or good condition. It was recommended to include trash cans at stops with shelters: litter was notably increased at locations without trash cans. Member Normand advised that one of the drivers made the rounds to empty the trash cans at the shelters that had them. There are a few stops, like at Cochise College, where the college provides trash service for the trash can adjacent to the stop.

This was a discussion item: no action was taken.

11. SOUTHCENTRAL DISTRICT REPORT

Jeremy Moore, ADOT, advised the TAC that milling and repaving would occur during night-time hours for the Giulio Cesare/Highway 90 and Charleston/Highway 90 intersections on May 29th and May 30th. The Foothills project final striping will be also occurring at nighttime from June 9-11th and then that project will be fully closed out. Administrator Lambertson asked if they re-calibration of all the signal lights from Highway 90/Highway 92 crossing down through Hereford, planned for after Foothills signal project was done. Mr. Moore did not know but would check with the traffic engineers and see what the status of that activity was. Member Watkins asked about the chip-sealing on Highway 92 down to Bisbee. Mr. Moore advised to check with District Engineer Bill Harmon as that was a project in the southeast district.

This is an information item: no action was taken.

12. ATTENDEE REPORTS ON CONFERENCES

TAC members and SVMPO staff shared highlights of sessions attended at the recent Roads and Streets conference. The TAC discussed the implications of the future driverless vehicles, drone deliveries and impacts of technology on how the transportation system was changing. Member Normand noted that there may be unexpected social and economic impacts as jobs related to freight hauling changes.

This is an information item: no action was taken.

13. JURISDICTION PROJECT UPDATES & ANNOUNCEMENTS

No member offered up any additional updates or had any specific announcements.

This was an information item: no action was taken.

14. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

SVMPO Board Meeting set for May 9, 2019 at 3:00 p.m. Sierra Vista City Hall: The Administrator advised the TAC that there was a potential of no quorum at this meeting and it was likely going to be rescheduled.

Sun Corridor Data Portal Meeting for May 10, 2019 at 11:00 a.m. Phoenix, AZ

SEAGO TAC Meeting set for May 16, 2019 at 10:00 a.m. Cochise College, Benson, AZ

Every Day Counts Stakeholder Council, June 13, 2019, MAG offices, Phoenix, AZ

Administrator will be on vacation/working out of the office from May 17th – May 21st.

- ❖ The Administrator provided the TAC with copies of the April 25th Board Work Session Power Point presentation and summary notes.
- ❖ The Administrator advised the TAC that the updated FY20 JPA Agreement with ADOT was going through the signature phase.
- ❖ No update on legislative items was given.

15. FUTURE AGENDA ITEMS

The next TAC meeting is scheduled for June 4, 2019 at 10:00 a.m. Other 2019 TAC meetings are currently scheduled for September 3rd and November 5th.

16. ADJOURNMENT

Chair McLachlan adjourned the meeting at 1:10 p.m.