



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

November 5, 2019  
10:30 A.M.

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

Website: [www.svmppo.org](http://www.svmppo.org)  
Email: [SVMPO@SierraVistaAZ.gov](mailto: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: Daniel Coxworth, AICP, Cochise County Planning Director  
Member: Mike Normand, Vista Transit Administrator  
Member: Mark Hoffman, Arizona Department of Transportation

**SVMPO TAC MEMBERS ABSENT:**

Member: Matthew Williams/Jim Halterman, Town of Huachuca City.

**STAFF:**

SVMPO Administrator: Karen L. Lamberton, AICP  
SVMPO Civil Engineer: Dennis Donovan, P.E.

**OTHERS PRESENT:**

Rod Lane, P.E. District Engineer, ADOT (*telephonically*)  
Valerie Fuller, Cochise County staff

**1. CALL TO ORDER AND ROLL CALL**

Chair McLachlan called the meeting to order at 10:34 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. A Motion was made to accept the Agenda as presented by Member Flissar, seconded by Vice-Chair Watkins and unanimously passed.

**MOTION:** Member Flissar

**SECOND:** Vice-Chair Watkins

**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 at this meeting.

## 4. APPROVAL OF MEETING MINUTES (for September 3, 2019 TAC Meeting)

Chair McLachlan asked members if they had reviewed the previous meeting minutes and if there were any needed corrections. Hearing none, Member Hoffman moved to accept the meeting minutes for the TAC Regular Meeting of September 3, 2019; Member Luo seconded. The motion passed, unanimously.

**MOTION:** Member Hoffman

**SECOND:** Member Luo

**ACTION:** PASSED UNANIMOUSLY 7/0

## **OLD BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION**

### 5. SVMPO LEDGER

Administrator Lamberton went over the current STBG ledger with the TAC. She noted that the remaining \$30,000 of Obligation Authority was pending the final cost estimates from the Town of Huachuca City's emergency pre-emption signal project. Once that is finalized and any additional funds transferred to that project, any remaining amount will be lent to either another MPO or to ADOT early next year. The TAC had no further questions on the ledger.

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

### 6. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): 2020-2024 TIP

Administrator Lamberton noted that no new changes to the TIP were needed at this time. Adjustments would be made administratively once final costs from the Town of Huachuca City's project have been processed. The TIP is fully programed for both FY20 and FY21. New projects will be needed for our FY22 year. Chair McLachlan asked the jurisdictions for an update on all active projects.

**LIDAR project:** Vice-Chair Watkins reported that it is ready to go with the flights occurring possibly in November or December. Contract and billing could occur within go days. SVMPO

will process the transfer of STBG funds into the Work Program for invoicing by the County. The SVMPO is contributing \$120,000 to this project.

**Hydrology Study for Avendia Escuela:** The City is in the process of contracting for survey. The Hydrology study will follow after that so it is still a few months out before it will be ready to do. SVMPO will coordinate with ADOT the timing of transfer of STBG funds for the regional contribution of \$50,000 to this project.

**Adaptive Signal Control/City of Sierra Vista:** This project is not yet into procurement. The City's Project Manager, Irene Zuniga, has been working with ADOT to have a sole source vender approved. A meeting is being coordinated with City staff and ADOT to justify the sole source and contract. Work is moving forward and it was noted that the ADOT Project Manager, Tricia Brown, has been very responsive and helpful to the City in coordinating this project. Member Luo noted that the radio component is being removed from the project.

**North Garden/Fry Blvd Design/City of Sierra Vista:** A design consultant, EPS Group, has been selected and a fully executed contract completed. The first public Open House is scheduled for Wednesday, Nov. 13<sup>th</sup> with two sections to be held from 1:30 to 3:00 p.m. and the second one from 5:30 to 7:00 p.m. TAC members were encouraged to attend.

**Emergency Pre-Emption Signal/Town of Huachuca City:** This project is out to bid and it is expected that at least three venders will apply. Bid Proposals are due on Nov. 15<sup>th</sup>. Adjustments to available funds will be made, if needed, but this project now has \$90,000 dedicated to it through a HURF Exchange project. The availability of signal poles and mast heads will be the critical purchase item to determine construction timeframes.

**Vista Transit activities/City of Sierra Vista:** Vista Transit Administrator Mike Normand, advised the TAC that they are placing the new 4 foot benches and have ordered new schedule holders. Installation is expected very soon at Vista Transit bus stops. The Parking lot resurfacing is being coordinating with Public Works Dept. and the scope of work being developed. A new regular size bus has been ordered for next year and two smaller buses are expected to arrive soon that were ordered last year. Chair McLachlan asked if there had been improvements in gas mileage on these new buses. Member Normand indicated that there were much better than the older buses.

**SunCloud Project:** Member Coxworth stated that an initial meeting had been held with MAG staff. The project doesn't seem to be moving quickly but MAG staff are trying to develop a scope of work that meets agency needs but also meets with the criteria of the funded grant. Chair McLachlan noted that it might be suggested that the MAG staff identify the highest priorities for dataset development and maintenance based off of what the highest use of existing MAG data available on their MAGViewer. Member Coxworth made note of that and said he would see if they had data on how many people were clicking on those sites.

Member Coxworth also reports that Cochise County is making headway on updating their electronically available datasets but it is taking longer than they had thought. They are migrating to an Enterprise Data Solutions program which will likely have data layers the SunCloud project will be able to take advantage of.

Administrator Lamberton remarked that it looked like the jurisdictions were making good progress on their regional projects. She asked if there were any issues that the SVMPO needed to address at

this time on any of the active projects. TAC members indicated that there were no issues at this time and that all their regional projects were moving forward.

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

## **NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION**

### **7. 2020 TAC SCHEDULE**

The TAC discussed the 2020 tentative meeting schedule. Vice-Chair Watkins noted that Tuesdays can conflict with County Board meetings. Member Coxworth stated that County work sessions are also often held on Tuesdays. Vice-Chair Watkins suggested moving from a Tuesday to a Wednesday schedule. Chair McLachlan asked if there were any objections from other TAC members and hearing none the TAC agreed to a shift to Wednesday's. The timeframe (10:00 a.m. to 12 noon) appeared to work well for TAC members and it was agreed to keep this same timeframe.

Administrator Lamberton stated that there were no known conferences that conflicted with suggested dates but would double check the proposed dates. At the next TAC meeting TAC members will be asked to identify 2020 conferences that they may wish to attend: SVMPO will cover registrations and the member jurisdiction would cover travel and lodging, per the approved Work Program. Tentatively, the TAC agreed to Jan. 8<sup>th</sup>; March 4<sup>th</sup>; May 6<sup>th</sup>; June 3<sup>rd</sup>; Sept 2<sup>nd</sup> and Nov. 4<sup>th</sup>.

This is a discussion item and direction was given the Administrator. No action was taken.

## **INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN**

### **8. JURISDICTION TRAFFIC COUNT PROGRAMS**

The TAC discussed jurisdiction traffic count efforts in both the City and the County. Jurisdiction staff have been downloading data into ADOT's Transportation Demand Management System (TDMS). Valerie Fuller is the Cochise County staff member currently responsible for the traffic count program for the County. Typically the County takes both speed and classification data. Sierra Vista's staff have changed over but Brad Meinzer and Jeff Faglie now take lead reporting to Member Luo. It was noted that the SVMPO boundaries are not showing up in all of the TDMS links and Mr. Donovan stated that this has been reported to Works Consulting (who are under contract to ADOT for work on the TDMS system) and would be corrected. Administrator Lamberton noted that she had spoken with the MS2 staff about the incorrect reporting of traffic data within the SVMPO boundaries. Many of the County counts within the SVMPO are showing up on the SEAGO site – these are still accessible but not within the correct regional boundaries.

The HPMS reports, Member Hoffman thinks, is due in the Spring. ADOT has taken over the HPMS reporting but they rely on the traffic count data entered into the TDMS system. For the most accurate and up to date reporting jurisdictions are encouraged to have all their counts of federally functionally classed roads entered by early Spring. Member Hoffman also advises that Jim Myers with ADOT is looking at updating the State traffic count programs, specifically where permanent counters are located. This effort is expected to begin early next year.

Administrator Lamberton reminded the TAC that the SVMPO has bicycle traffic counters available for jurisdictions to borrow at any time for taking bicycle counts on multiuse paths or trails.

The TAC was supportive of bringing down Works Consulting for training and this will tentatively be set up for January with jurisdiction staff. SVMPO agreed to take lead to coordinate that training.

This was a discussion item. No action was taken.

## **9. SOUTHCENTRAL DISTRICT REPORT**

Rod Lane, District Engineer, stated that he had no new updates for the SVMPO region.

Administrator Lamberton thanked ADOT for their support of placing pedestrian indicators and crosswalks at the Highway 92 and Ramsey Rd. intersection. Mr. Lane had no new update on a timeline for this project. Member Hoffman reported that work was being completed on the next five year plan for ADOT. No capacity projects are scheduled for the SVMPO region but there are a few projects related to modernization efforts that might make the list. Public input occurs in the Spring with adoption of the new five-year plan next June. Member Hoffman advised the TAC that if they had projects of interest for ADOT to let them know by April of next year for consideration.

This is an information item: No action was taken on this item.

## **10. JURISDICTION PROJECT UPDATES & ANNOUNCEMENTS**

TAC members shared information that they learned at conferences that were attended during the last two months. Members noted that these were all good learning opportunities for them and specifically mentioned sessions on automated vehicles, freight and story-telling communication strategies. Vice-Chair Watkins reported that FHWA had said they would be coming out with their ruling on striping reflectivity. LTAP has a device to test reflectivity and if County borrows it they will let the City know so they can also do testing at the same time.

Administrator Lamberton advised the TAC that Member Matthew Williams, the Town of Huachuca City's Town Manager, has taken another position and would be leaving the Town for another position by the end of the year.

Vice-Chair Watkins stated that apparently plans are still underway by Boeing's Space Exploration Division to land a space vehicle in the Sulphur Springs/Wilcox playa area. White Sands has been considered as a back-up location. A test flight might happen as early as December of this year.

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

## **11. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT**

Administrator Lamberton highlighted several important items for the TAC and referenced the attached Administrator Report in the Agenda packet for details.

- The Every Day Counts (EDC) Stakeholder meeting is next scheduled for December 12<sup>th</sup> from 10 a.m. to 12 noon;
- The City is working with the SVMPO on revising their Agreement with us on hosting services;
- In-Kind Forms will be going out soon and the TAC does need to be proactive about doing those as we have a larger program this year than has been the case in the past;
- The On-Call Procurement effort has been delayed due to a challenge by the American Council of Engineering Companies. SVMPO and ADOT is working with FHWA to resolve the

issues and we hope to release this again quickly. If unable to resolve the matter the SVMPO will need to do individual contracts, which would be very time consuming. Member Flissar asked if the MPO could just use ADOT's On-Call and Member Hoffman said that has been discussed but is not set up for that at this time. Administrator Lamberton noted that state-wide planning work is different in scale and scope than rural regional transportation planning work and that is why all the 12 MPO and COGs were working on these reciprocal targeted On-Call lists.

- Advised that the SVMPO Intern, Cat Porter, returned back to school and we now have Mr. Dennis Donovan, a Civil Engineer, on with the SVMPO for a part-time, temporary position working primarily on our Town projects and with our traffic count effort.

## **12. FUTURE AGENDA ITEMS**

The next TAC meeting will bring forward the safety performance measures for TAC consideration. The TAC had no other future items to discuss.

## **13. ADJOURNMENT**

Chair McLachlan adjourned the meeting at 12:02 p.m.